



CLASS TITLE | ENTERPRISE PORTFOLIO MANAGER

PAY GRADE: EX-52 | www.cityoftulsa.org/pay

Class Code: 2118

Effective Date: 06/12/2024

PURPOSE OF THE CLASSIFICATION: Under administrative direction this position is responsible for ensuring the enterprise is meeting its overarching strategic priorities and departmental requests through portfolio, program, and project management. This position will also be responsible for managing enterprise project management processes used to drive collaboration, coordination, and implementation between internal and external stakeholders; and other duties as assigned.

ESSENTIAL TASKS:

- Leads enterprise project management team in the Chief Data Office
- Responsible for managing the enterprise portfolio process to meet strategic priorities and departmental requests
- Collaborates with Information Technology Department to provide monthly updates on portfolio, programs, and projects to ensure coordination on project execution
- Leads enterprise project management team to identify opportunities and risks across portfolio, programs, and projects
- Manages and leads the Project Management Committee
- Responsible for improving processes to optimize scoping, planning, and prioritization of portfolio, programs, and projects
- Manages enterprise project management team to improve collaboration with department(s) in developing business case justification for portfolio, programs, and projects
- Manages enterprise project management team to improve collaboration with department(s) in developing project lifecycle budget on portfolio, programs, and projects
- Prepares post portfolio, programs, and projects analysis to evaluate metrics on project delivery
- Responsible for using project evaluation learnings to drive innovative solutions for the enterprise project management process to reduce interdepartmental barriers
- Collaborates with departments to develop Workforce Training Program to improve project management skills across the organization
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS

Training and Experience: Must meet one of the following criteria.

1. (a) Completion of a bachelor's degree from an accredited college or university with coursework in social science, science, or business-related field; **and**,
(b) Eight (8) years' experience working in a professional environment as an organizational leader, project coordinator or manager, or related experience that prepares one to perform the essential tasks of this job description
(c) *PMP or other relevant certification preferred*

Or

2. (a) Completion of a master's degree from an accredited college or university with coursework in social science, science, or business-related field; **and**,
(b) Six (6) years' experience working in a professional environment as an organizational leader, project coordinator or manager, or related experience that prepares one to perform the essential tasks of this job description
(c) *PMP or other relevant certification preferred*

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of strategic planning
- Comprehensive knowledge of project management methodology and best practices (PMI, Agile, etc.)
- Outstanding knowledge of principles of portfolio management
- Outstanding knowledge of change management principles and program performance management
- Outstanding knowledge of staffing, planning, and people management
- Outstanding technical understanding and ability to define and refine requirements through a project lifecycle
- Outstanding grasp of current communication, project tracking, budget management technologies

Ability to:

- Demonstrated ability to strategize, align, and implement a portfolio of programs and projects that achieve organizational objectives
- Demonstrated ability to oversee multiple program/project teams, ensuring that objectives are reached
- Demonstrated ability to manage portfolio budget and funding channels for maximum productivity
- Demonstrated ability to develop and maintain standards of client satisfaction, quality, and performance
- Demonstrated ability to plan training programs and to mentor, develop, and guide personnel
- Effectively employ concepts and techniques of program management and take responsibility for successful management and completion of programs on time and within budget
- Work on fast-paced, multiple programs of varying complexity with tight deadlines, continually adapting to changing priorities
- Effectively communicate both verbally and in writing, creating, and making public presentations.
- Solve problems in a timely fashion
- Establish collaborative team-oriented relationships with people at all levels of the organization
- Understand and influence the behavior of others to achieve objectives
- Plan training programs and mentor, develop, and guide personnel
- Work independently and as a team

Skill in:

- Excellent strategic facilitation skills
- High level leadership and organizational skills, including effective decision-making
- Stakeholder management skills
- Cost control and budgeting skills
- Excellent meeting, workshop, and conference facilitation skills, with proven knowledge of how to foster attendee participation and collaboration in small and large groups
- Conflict resolution and problem-solving skills
- Analytical and problem-solving skills to manage shifting priorities, demands and timelines.
- Teamwork and motivational skills
- Written and verbal communication skills

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; lifting and carrying up to 20 pounds; may be subject to walking, sitting, reaching bending, kneeling, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid class "D" Oklahoma Driver license.



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WORKING ENVIRONMENT: Working environment is primarily in an office setting and may require some travel to various City locations.

EEO Code: E-01
Group: Fiscal
Series: Financial Management