



BOZEMAN HEALTH

Opportunity: System Director, Project Management Office (PMO)

Organization: Bozeman Health Systems

Location: Bozeman, MT

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Position Summary:

The System Director of Project Management Office (PMO) is responsible for planning, directing, organizing, monitoring and staffing the department subject to policies, budgets, objectives and directives mandated by regulatory agencies, DNV and the hospital administrative team. Work is highly varied and complex, and requires a high degree of discretion and independent judgment. Responsibilities include determining enterprise approach and oversight for PMO roadmap, creating and setting vision for the future, managing cross-functional stakeholders, overseeing the full enterprise project portfolio, managing talent and resources, developing and monitoring of PMO key performance indicators, creating and sustaining standardized and comprehensive project management strategies and tactics, and leading organizational change with PMO best practices and a PMO maturity roadmap. Supervises project managers and program managers.

Minimum Qualifications:

- Master's Degree (MBA, MHA, MSN, MPA, MSHM, or MPH) **OR** Bachelor's Degree with 10 years' technical experience or Project Management Professional **OR** currently enrolled in Master's program with commitment to obtain degree with two years
- Five years' experience as a senior project manager which includes experience in cross-functional/disciplinary project management and project leadership on large scale and/or complex enterprise-wide projects, including technology projects
- Four years' supervisory experience
- 10 years' project management experience
- *Preferred:* Project Management Professional Certification
- *Preferred:* Project Management experience in a healthcare environment

Essential Job Functions:

- Directs broad operations to ensure the provision of comprehensive departmental services in compliance with all regulatory agencies and hospital requirements.
- Ensures a collaborative departmental approach to long-range strategic operational planning, care and service design and development of organizational policies, which reflect the mission of the organization.
- Coordinates and oversees the organization-wide departmental services. Continuously assesses, measures and improves departmental performance.
- Demonstrates responsible management of all departmental resources.
- Demonstrates clinical/technical and managerial competency. Ensures staff professional needs are met.
- Leads, teaches, inspires, helps and consistently demonstrates hospital behavioral standards

Knowledge, Skills and Abilities

- Strong leadership managerial skills; ability to plan, delegate, monitor and improve work performance



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- Demonstrates sound judgement, patience, and maintains a professional demeanor at all times
- Ability to work in a busy and stressful environment
- Strong interpersonal, verbal and written communication skills
- Creativity, problem analysis and decision making
- Exercises tact, discretion, sensitivity and maintains confidentiality
- Detail oriented, organizational skills and the ability to prioritize
- Standard office equipment and computer applications; MS Office, EMR, internet applications etc.
- Ability to work varied shifts

The above statements are intended to describe the general nature and level of work being performed by people assigned to the job classification. They are not to be construed as a contract of any type nor an exhaustive list of all job duties performed by the personnel so classified.