



[s] Cube Inc.

Job Description: Project Manager – All Platforms

PROFILE:

Position: Project Manager

Pay: commensurate with skills (range \$60-90K annually)

Other Compensation: spot bonuses for exceptional customer work, company profit sharing program.

Employment: Full Time

Hours: 40 hours/week with some occasional OT required

Schedule: Monday – Friday Eastern time

Location: remote or in Schenectady, NY office (post-COVID). Some initial training in our Schenectady NY office may be beneficial but is not required.

Reports to: COO

Contact: adam.bell@scubeenterprise.com or zachary.mcvicker@scubeenterprise.com

[s]Cube Inc. is a Technology Services company located in upstate New York. [s]Cube provides technical services to state and local government customers across the country to help automate their delivery of services to the public. Our specialties are the implementation and integrations of software platforms in the areas of land-use permitting and licensing, court management, and tax and accounting. We also provide IT services in a more general capacity. Finally, we also provide high-end consultative project management and management consulting services to software companies which require such assistance. The [s]Cube team is seasoned in innovative IT delivery and is comprised of technical analysts, DBAs, data architects, project managers, business analysts, consultants, technical architects, agile developers, and cloud and IT specialists.

The Project Manager position will work with our software delivery team to implement the software platforms for [s]Cube clients across the country. The position will set, drive and document client requirements meetings, and will work in a detailed work tracking system to track the delivery of the project, using an Agile/Scrum based approach. Daily client meetings, regular check ins and status reports, in-depth client requirements discussions, detailed user acceptance testing meetings, are all part of the day-to-day activities required in the position. The successful project manager is “in the weeds” daily, proactively driving the project, understanding client expectations, meeting with clients, and driving technical delivery teams to meet or exceed expectations, while escalating for assistance when required.

Our work environment is fast paced providing rapid delivery for our business partners. Our projects range from small sized months long implementations to multi-year, multimillion-dollar projects. Project assignments will be fluid and based on current needs and skillsets. We are looking for someone who enjoys working in a highly collaborative environment, enjoys providing



exceptional customer service, values speed, and quality, with a strong desire to drive change as we dynamically grow our business.

Professional Requirements

- Strong background in key technologies, including client/server environments, network technologies, databases, and web-based technologies
- Flexibility and adaptability to adjust to a rapidly growing, dynamic environment
- A strong client service focus
- Excellent analysis skills
- Excellent project organizational skills, preferably using Smartsheets or MS-Project or an equivalent tool.
- Outstanding follow through and customer service
- Excellent oral and written communications skills; ability to interact with management and co-workers
- Strong work ethic – some evening and weekend hours will be required
- Basic understanding of programming and design (See required skills)
- Ability to adhere to strict deadlines
- Maintain a grasp of all outstanding work to provide accurate time estimates for work requests
- Maintain strong relationships with client and technical team members, as well as with management.

Required Skills

- Bachelor's degree with 3+ years of relevant work experience
- Experience with either Microsoft Project, Smartsheets or an equivalent project management tool.
- 3-5 years of proven work experience in managing complex technical projects, preferably in an Agile/Scrum environment.
- Experience in defining requirements and conceptualizing solutions on related projects or work assignments
- Exposure to/Knowledge of Agile development methodologies
- Ability to develop detailed delivery requirements documentation, in conjunction with clients and architect team.
- Demonstrated problem solving skills and the ability to work collaboratively with other stakeholders or team members to resolve issues
- Strong facilitation, negotiation, and conflict resolution skills

Desired Skills (not required)

- Experience managing the implementation of any of the following government software: land management, licensing, permitting, code enforcement, court management, tax accounting, and environmental health departments

Technologies Involved:



(Experience preferred, but not required for Project Managers)

- Accela Automation
- Crystal Reports
- Oracle, SQL Server
- JavaScript