

**CITIZENS PROPERTY INSURANCE CORP
SR. PROJECT MANAGER
JACKSONVILLE/TALLAHASSEE, FL**

POSITION SUMMARY: This senior-level position reports under the Enterprise Program Management Office (EPMO) and is responsible for project management of large, complex, enterprise level projects. This position is responsible for a portfolio of critical projects or planning and managing a large project through the entire life cycle, ensuring delivery to time, cost and quality. The position will work directly for a project sponsor or for a Program Manager with limited supervision. The position requires in-depth knowledge and proven application of Project Management methodologies and full project lifecycle processes.

ESSENTIAL FUNCTIONS: THE FOLLOWING ARE THE USUAL, BASIC AND ESSENTIAL FUNCTIONS OF THE POSITION. THESE FUNCTIONS ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILLS REQUIRED.

- Model ethical behavior and execute job responsibilities in accordance with Citizens core values and ethics policies
- Provide project management expertise in order to plan, organize, control and deliver multiple enterprise level projects within the program portfolio through project teams OR manage large projects independently.
- Interface with customers to manage expectations.
- Participate in issue and risk management identification and resolution.
- Assure compliance with company project management policies and standards.
- Work with functional managers in IT and Business Units to assure complete and appropriate resourcing.
- Identify issues and drive issues to resolution.
- Consult with management on an ongoing basis to maintain strategic link to business needs.
- Provide mentoring of less senior Project Managers on project management standards, frameworks, methodologies and life cycles.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Proven ability to manage large, complex, enterprise level projects.
- Technically competent in Microsoft Project, PowerPoint, Excel, Visio and Word.
- Excellent inter-personnel, written, and verbal communication skills with all levels of the organization.
- Strong team building and team participation strengths.
- Decisive leadership with ability to drive cross-business and IT teams in resolving conflict, achieving compromise and reaching timely agreement on common best practices and solutions.
- Strong facilitation skills
- Strong group dynamics based problem solving skills.
- Knowledge of Project Management methodologies and tools.
- Technically competent in information technology best practices for design, build and system implementation concepts.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in field relevant to position OR 4 years of project management experience OR combination of education and project management experience equivalent to 4 years of college
- 8 or more years of progressively responsible professional experience managing and delivering projects in a medium to large sized company, 6 years of which should be in a lead project management capacity.

PREFERRED QUALIFICATIONS:

- 10 or more years of progressively responsible professional experience—managing and delivering projects, to include project portfolio management and multi-year projects.
- 5 or more years project management experience in the insurance industry.
- 8 or more years in a lead project management capacity
- Current PMI/PMP certification.

PLEASE APPLY AT: CITIZENSFLA.COM/ABOUT/CAREERS.CFM