



Project Manager II

Primary Location **Los Angeles**

Department **0910 – IANA**

Job Summary

Performs project management duties and carries out responsibilities in the following areas (including, but not limited to): developing, analyzing, and managing project plans from ideation to close, managing scope, schedules and resources for multiple large and complex projects.

Key Responsibilities & Duties:

- Responsible for coordinating all activities of the project team through the project lifecycle and identifying appropriate resources needed.
- Responsible for creating and maintaining project management artifacts.
- Develop and monitor project budget
- Develop and manage project schedules, including milestones with a clear deliverable(s) at each stage.
- Identify and resolve issues hindering progress and completion of projects.
- Provide planning and resource allocation services that support the project schedule.
- Track project status and reports to the project team and senior management.
- Support the preparation of progress reports, standardized reporting procedures, and the monitoring of overall project performance.
- Monitor the product development lifecycle working closely with Product Management and Engineering teams.
- Other duties as assigned or requested.

Required Knowledge, Skills, and Abilities (KSAs):

- Create and execute project work plans and revise as appropriate to meet changing needs and requirements.
- Effectively applies project management methodologies and enforces project standards.
- Facilitates project meetings effectively.
- Resolves and/or escalates issues in a timely fashion.
- Identifies opportunities for improvement and makes constructive suggestions for change.
- Excellent communication and time management skills are essential.
- Ability to manage vendors.
- Ability to work independently (self-motivated).
- Ability to work collaboratively across all levels of the organization.
- Detail-oriented and organized with the ability to multitask.
- Ability to work with highly diverse workforce, across multiple time zones.
- General Knowledge Of: Content and document management; business process modelling.
- Experience In: Google suite, Office suite, Jira, and Project Planning tools (Smartsheet preferred).

Education and Experience Requirements:

- PMP certification required. Additional CSM certification is a plus.
- Bachelor's degree in related field required.
- Minimum 5 years of experience managing projects in a matrix organization.
- Minimum 8 years of project planning, support and/or management experience with hybrid project management techniques.
- Experience in government agencies and/or non-profit sector is strongly preferred.

Language

- Fluency, both written and spoken, in English is required.
- ICANN is a global organization that values diversity; preference will be given to candidates with demonstrated skills in additional languages besides English.

Working Conditions & Physical Requirements:

- Work is performed in a normal office environment with limited privacy and some exposure to background noise.
- While performing the duties of this job, the employee is frequently required to stand and walk. The employee regularly is required to sit. The employee is frequently required to talk or hear; use hands and arms to reach, handle or feel. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- The employee may occasionally lift and/or move up to 25 pounds.

Targeted Base Salary Low:

\$82,000

Targeted Base Salary High:

\$110,000