



# Legislative IT Project Coordinator

September 2024 | Office of Legislative Services

State of Utah  
Invites Applications for the position of  
**Legislative IT Project Coordinator, Job #42633**

**PHYSICAL ADDRESS:** Utah Legislature  
Office of Legislative Services  
Senate Building, State Capitol Complex  
Salt Lake City, UT 84114

**OPENING DATE:** Monday, September 3, 2024  
**CLOSING DATE:** Friday, September 13, 2024, 6 p.m. MDT

## Job Description:

One of the most rewarding aspects of working for the Utah Legislature is the essential role your work plays in the legislative process.

The Office of Legislative Services, a non-partisan office serving the Utah Legislature, is seeking a self-motivated IT Project Coordinator who can proactively identify opportunities for improvement, take ownership of tasks, and drive projects to completion. This role will work closely under the IT Portfolio Manager to prepare and execute comprehensive action plans, including allocating resources and following timeframes for projects. They will be responsible for various tasks including scheduling, risk management, and administrative duties such as capturing meeting notes, maintaining project documentation, and addressing customer inquiries.

## Example of Duties:

- *Support Agile Project Planning:* Collaborate with IT Portfolio Manager, Project Manager, and development team to create project plans based on Agile principles, including defining project scope, timeline, and deliverables; Monitor and report on team progress.
- *Support Project tasks:* Assist with scheduling meetings, organizing team events, and managing team resources as needed.
- *Support Sprint Ceremonies:* Schedule and coordinate Agile ceremonies such as sprint planning, daily stand-ups, and retrospectives.
- *Understand Business Processes:* Develop a deep understanding of complex legislative processes and user needs to effectively support multiple applications and projects.
- *Support Cross-Functional Collaboration:* Foster collaboration among team members across various disciplines and projects to optimize communication and workflow efficiency.
- *Support Quality Assurance:* Assist in ensuring that quality standards are met by coordinating testing efforts, helping draft test plans, conducting quality reviews, and providing feedback to the team for continuous improvement.
- *Risk Management:* Work closely with the IT Portfolio Manager, Project Manager, and development team to identify and address risks and eliminate blockers.



- *Support Continuous Improvement:* Identify opportunities for process improvement within the team and work with the IT Portfolio to implement changes.
- *Stakeholder Engagement:* Build and maintain positive relationships with stakeholders; understand and meet the needs of the users and stakeholders as projects evolve; act as a liaison between the development team, product owners, and stakeholders.
- *Meeting Participation:* Facilitate meeting conversations; capture meeting notes and ensure all action items are documented.
- *Additional support:* Provide customer support for users and stakeholders in complex business processes across the legislature.

### **Minimum Qualifications:**

#### Skills & Knowledge

- Strong understanding of various project management methodologies (Agile/Scrum, etc.)
- Proficiency in project management software such as Jira.
- Strong understanding of software development lifecycle and release management.
- Ability to grasp and articulate the user's perspective to communicate feedback and change requests.

#### Experience

- Experience working in cross functional teams is essential
- Experience in project management from conception to delivery is ideal

#### Personal Attributes

- Ability to learn new tools, and technologies swiftly, applying them effectively to the job.
- Ability to learn and understand complex processes and user needs
- Adaptability and flexibility in adjusting to new challenges or changes in the work environment.
- Ability to efficiently manage time and prioritize tasks to meet deadlines.
- Handles stress and pressure effectively, maintaining composure during challenging situations.
- Skilled at addressing and resolving conflicts.
- Driven to achieve project success without constant supervision.
- Ability to keep track of multiple tasks, deadlines, and project components.
- Ability to analyze issues and identify effective solutions. Finds creative ways to overcome obstacles and challenges, maintaining productivity and effectiveness.

### **Preferred Qualifications:**

- Degree in related field, relevant certifications, or significant practical experience
- Customer Service experience is advantageous
- Experience participating in change management initiatives

### **Other Requirements:**

- **Must be Non-Partisan.**
- Must be eligible to work in the United States.



- Must be able to work late nights and weekends, especially during the legislative session.
- Must be willing to work in-office at minimum 2 days per week, and 5 days per week during legislative session. (This schedule is subject to change based on the needs of the Legislature.)
- Attendance during the legislative session and interim is essential.
- Typically, the employee may sit comfortably to perform the work; however, there may be some walking; standing; bending; carrying light items; driving an automobile, etc.

**Salary Range:** The salary range for this job is \$28.33 to \$36.82 per hour. The selected candidate's actual starting salary will be commensurate with their education and professional experience or will be adjusted from their current salary within the state system. This position is eligible for a full benefits package.

**Application Instructions:** Apply online via the [Utah Job Opportunities page](#). (When you click on the posting there is an "Apply" button in the upper right corner of the screen.) Applicants must attach a cover letter and current resume to their application and answer a series of supplemental application questions. Applications not received through the Utah Job Opportunities application system may not be considered. If you need any assistance applying for the position, please reach out to Brennan Buell ([bbuell@le.utah.gov](mailto:bbuell@le.utah.gov)).

**Supplemental Information:**

*Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position. The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.*

*Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodation to complete the application process, please contact Brennan Buell, [bbuell@le.utah.gov](mailto:bbuell@le.utah.gov).*

*Veteran's Preference (Utah Code Ann. 71-10-2) An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter form the VA stating the disability percentage granted must also be attached.*