

Job Title:	Senior Consultant/Project Management Professional (PMP)
Immediate Supervisor:	Project Manager/Staff Supervisor
Job Description	See Below
<p>Role and Responsibilities</p> <p>Senior Consultants/PMPs are responsible for the management and completion of projects as assigned by the Chief Executive Officer, President, Vice President, or Project Managers/Staff Supervisors. In that role, the Senior Consultant/PMP will be the project manager, leading a team assigned to the project and with the primary responsibility of completing the project. As the Project Manager, Senior Consultants/PMPs, among other things, evaluate staffing needs, request personnel to be assigned to the project, develop a project schedule, manage the project on a day to day basis, and attend meetings with staff and clients. Successful project completion includes the development of a project schedule, project documentation, client meetings, completion of meeting agendas and minutes, managing project team members, achieving the goals of the project as outlined in the scope of work, project reporting and closeout activities. Senior Consultants/PMPs, as project managers working under a staff supervisor are responsible to keep staff supervisors informed of the progress of projects and request additional resources as needed to ensure all projects are completed on schedule. Senior Consultants/PMPs are also responsible for additional duties as assigned by the Chief Executive Officer, President, Vice President, or Project Managers/Staff Supervisors. Senior Consultants/PMPs can serve as a project manager or member of a project team.</p> <p>Preferred Skills</p> <p>Senior Consultants/PMPs should be able to work independently on multiple projects with little supervision. Senior Consultants/PMPs should have a working knowledge of personal computers, Microsoft Office, Microsoft Project, Visio and smart phones. Senior Consultant/PMPs should have excellent verbal and writing skills. Senior Consultants/PMPs should be team players, able to manage multiple project team members and be willing to assist other staff members with projects. Senior Consultants/PMPs must be willing to travel, including overnight travel. Additionally, Senior Consultants/PMPs must be willing to seek opportunities for self-improvement and to grow within the company.</p> <p>Preferred Background</p> <p>Senior Consultants/PMPs should have a background in one or more of the following disciplines, electronics, emergency management (EMA), emergency medical service (EMS), engineering, finance, fire service, geographic information systems (GIS), grant management, healthcare, homeland security exercise and evaluation program (HSEEP), information technology, law enforcement, management information systems, public safety answering point (PSAP), program management, project management, telephony, tower site development or two-way radio (RF).</p>	

Requirements

Senior Consultants/PMPs must have a high school degree, with a technical degree or college degree preferred. A combination of education and experience can be substituted for a technical or college degree. All Senior Consultants/PMPs must have a current Project Management Professional certification, and maintain the certification during employment with the Company. Senior Consultants/PMPs must have a valid driver's licenses at all times while employed. Senior Consultants/PMPs must be able to travel, including overnight travel. Senior Consultants/PMPs must have access to a reliable vehicle for travel while employed.