



November 2016

IT Project Manager

Michigan Milk Producers Association, a leader in Michigan's dairy industry, is seeking a IT Project Manager to join our team in Novi, Mi. Milk Producers Association is the 10th largest dairy cooperative in the United States with approximately 2,000 dairy farmer members in Michigan, Indiana, Ohio and Wisconsin.

Your Mission

Maintain management information system technology strategies by planning, organizing, coordinating, and managing the activities of the IT department to introduce improved efficiencies and effectiveness. Provide leadership, direction and guidance for development of operational activities to achieve the department's short and long term goals and objectives. Manage project development activities based on business needs and requirements.

Responsibilities for MMPA business include:

Essential Duties and Responsibilities:

- Create initial project outlines, key deliverables and timeframe. Assign roles and responsibilities taking into account existing project work, team skills and development needs.
- Manage ongoing projects, working with team members to assure timely delivery of a completed application meeting business needs.
- Manage project development activities based on business needs, creating a cohesive project plan.
- Distribute project plans and proposals for review and approval.
- Reviews projects to determine progress and work priorities.
- Ensure that application environments, licensing, and resources are made available to the team before project initiation.
- Provide project support and assistance to team members.
- Track and monitor project status regularly to ensure that deliverables are completed as scheduled.
- Ensure project implementation within approved timeline and budget.
- Maintain complete and current project documentations.
- Update on project status, key issues, risks and action items in timely manner.
- Serve as primary contact for project related questions.
- Establish project documentation practices that clearly details work product.
- Embrace new technologies and use them in solving business issues.
- Assist in formulating and implementing policies, programs, procedures, and standards for activities of the IT Department.
- Maintains organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.
- Ensures the smooth operation of the IT Department in the Director's absence.



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Qualifications:

Education and Work Experience:

- Applicants with a four-year computer science or related degree and a minimum of seven years leading IT projects; or equivalent combination of education and experience.
- Current PMP Certification preferred

Functional Competencies needed:

- Demonstrated advanced knowledge of project processes and techniques
- Strong technical understanding and technical management capabilities
- Understanding of the relationship between business activities and application systems
- Advanced knowledge of project scheduling techniques
- Strong planning, organizational and communication skills
- Ability to manage, lead, mentor, coach, and build teams
- Microsoft Word, Excel, PowerPoint, and Visio skills
- Advance Microsoft Project proficiency required
- Effective meeting facilitation
- Strong problem solving capabilities
- Demonstrated initiative and desire to learn about the dairy industry
- Aptitude for gaining knowledge
- Ability to foster knowledge exchange within and with other departments
- Collaborative communication approach
- Project delivery in a matrix resource environment
- Utilize sound judgment

Personal Skills/Attributes needed:

- Committed to achieve our mission
- Individual with open and new ideas
- Drive change with a positive attitude
- Shows value for different opinions, shows flexibility to different opinions.
- Shows interest to learn and share from others.
- Learns and interacts positively within the environment
- Willing to take action in a changing environment
- Shows passion for growth and development within a team



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Company Features:

MMPA is one of the top dairy cooperatives in the nation with a strong financial record. Our owners are 2000+ dairy farmers located in the states of Michigan, Ohio, Indiana and Wisconsin. MMPA markets its members' milk, guaranteeing a market every day for all member-produced milk.

BENEFITS

- Competitive salary incentive program
- Outstanding insurance benefits - Health/Vision/Dental
- Protection for the future - Life and Disability insurance
- Paid vacation time and sick time
- 401(k) plan with a generous company contribution
- Company provided pension

Together with our members and employees our association is positioned and planning for growth. Our benefits are attractive, and our future is bright.

Successful passage of drug test, background check, and criminal record check required.