



VECRA is seeking a Full-Time

IT Program Management Analyst

VECRA, Inc. seeks an IT Program Management Analyst to support the strategic growth of the C-Net Administration and Cable Television Administration programs. The Prince George's County Intergovernmental Network (C-Net) is a secure, reliable, and scalable fiber optic network connecting anchor institutions as partners in building successful communities and local economies. The C-Net provides a common framework for government, education, and public safety to leverage shared resources for information, data sharing, and regional interoperability.

COMPANY DESCRIPTION

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always:

Vigilant * Efficient * Collaborative * Responsive * Accurate

JOB DESCRIPTION

The IT Program Management Analyst will use professional resources to provide a multifaceted approach and blended program management expertise with a keen focus on integration, business process optimization, and business analysis to drive operation excellence and support the strategic growth of the C-Net Administration and Cable Television Administration programs.

ROLES and RESPONSIBILITIES

- Responsible for the daily program management activities associated with the C-Net Administration and Cable Television Administration.



- Evaluate current governance structures and identify opportunities for programmatic efficiencies to assist in the strategic growth of each program.
- Conduct thorough business process reengineering initiatives, optimizing workflows, and enhancing cross-functional collaboration to streamline operations.
- Identify emerging trends, customer preferences, and market dynamics, facilitating data-driven decision-making for strategic planning.
- Collaborate with stakeholders to assess technological advancements and industry best practices to drive continuous improvement initiatives.
- Liaise with internal and external stakeholders to gather requirements, prioritize enhancements, and ensure alignment with organizational and programmatic objectives. Develop and maintain comprehensive documentation of business processes, system configurations, and integration specifications to support effective change management and knowledge transfer. Review contracts, agreements, MOUs and service level agreements (SLAs) with various vendors to ensure compliance and optimize financial terms and conditions.
- Develop performance metrics, benchmarks, and service level agreements (SLAs) for the cable provider's managed services contract. Spearhead integration efforts between external cable providers work-order management systems and the County's PGC311 systems, ensuring seamless data flow and operational synergy.
- Evaluate the availability and affordability of different services, offerings, and customer segments within the cable television service areas, identifying opportunities to enhance and improve products for overall customer satisfaction.
- Collaborate with the Fiscal Management Team to develop and manage budgets for the programs, including forecasting revenue and expenses, and identifying areas for cost optimization and revenue growth/savings.



- Generate monthly financial analyses and perform annual audits to provide insight into the financial performance of the programs, including variance analysis against budgets and forecasts to inform decision-making and strategic planning.
- Assess financial risks associated with the programs for regulatory compliance and develop strategies to mitigate the risks effectively.
- Collaborate with the C-Net Technical Team to conduct cost-benefit analyses for proposed initiatives, investments, and projects within the C-Net program to assess the potential impact on financial performance and return on investment. (Example: videoconferencing, security scorecard, etc.)

QUALIFICATIONS and REQUIRED SKILLS:

- Experienced in program/project management principles and practices.
- Excellent communication skills with the ability to explain technical concepts to non-technical stakeholders.
- Strong analytical, problem-solving, decision-making skills, multitasking abilities, organizational and time-management skills.
- Minimum of five (5) or more years of proven high level administrative experience.
- Must have demonstrable good judgement and integrity.
- Ability to work independently, prioritize tasks, and manage multiple projects simultaneously.

EDUCATION

- Bachelor's degree or equivalent experience for a bachelor's degree in management information systems, business administration, project/program management, organizational management, or a related field.
- Relevant certifications from International Institute of Business Analyst (IIBA), and/or (Program Management Institute (PMI), are highly desired.

OTHER



- **Work Hours:** 8:00 a.m. – 6:00 p.m., Monday through Friday, on a regular 40-hour-per-week schedule unless otherwise required by the Task Order (TO) Manager. The County reserves the right to alter individual work locations(s) and schedules.
- **Salary:** \$75,000 – \$105,000 annualized/negotiable depending on years of experience, skills, certifications, etc.
- **Location:** Largo, MD
- **Travel:** No

BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.

VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to HumanResources@vecrainc.com with **Subject Line:** IT Program Management

Analyst