



Wilco Group LLC

Information Technology (IT) Certified Project Manager

Wilco Group LLC is technology consulting firm and Woman- and Minority- Owned Certified Business that was founded in 2010. We are headquartered in the Washington, DC area and work predominantly on large Federal Information Technology (IT) projects and Agile modernization efforts (with large National companies as our delivery partners). If you want to join a company that values people who are fearless about making technology work, we want you to work for Wilco Group!

Important: *US Citizenship Required* to apply. Must have project management certification to apply.

Work Location: Alexandria, VA- United States Patent & Trade Office (USPTO). Due to the pandemic, until offices reopen, work will be conducted 100% remotely via a USPTO-issued laptop. Once the USPTO HQ office reopens, a hybrid work approach will likely be adopted (part on-site and part remote work each week).

You're a great fit if:

- You have strong communication, interpersonal, and leadership skills including mentoring, coaching, collaborating, and team building.
- You enjoy solving complex problems and working with customer OCIO staff to manage progress and business value on large scale enterprise level development projects (in a multi-contractor Agile development environment) across Product Lines with multiple products (Patents, Trademarks, etc.).
- You have experience with Agile software development methodologies, specifically DevSecOps, Scrum, Kanban, and SAFe-scaled methodologies and can leverage this experience to help USPTO iteratively improve their Agile processes.
- You have experience with customer support/customer experience (CX), training development, SharePoint administration, and technical writing that you can leverage to help USPTO make process improvements.
- You have experience with Agile collaboration tools, familiarity with Agile best practices, performance measures/metrics, and have created product roadmaps + status briefings for leadership. Working knowledge of Rally is preferred.
- Have experience with Deployment Readiness processes and tools – to include Operational Readiness Reviews (ORRs) and Post Deployment Assessments (PDAs) in order to help USPTO improve processes, create training guides, update SharePoint, and produce reports.
- Have experience with the various financial and compliance needs of Federal customers – to include annual IT planning/portfolio management, OMB reporting, managing Capital Planning & Investment Control (CPIC) reporting to OMB, and preparing for Quarterly Investment Review Board meetings.

You'll love this position if: (This is the stuff you MUST have to be a fit)

- You have a minimum of 4 years management experience on IT projects, preferably as a Team Lead or Project Manager and you have a Bachelor's Degree in a relevant field.
- **You have a Project Management Professional (PMP) or a Certified Associate in Project Management (CAPM) certification.**
- You have experience with Agile Program Management practices to improve processes/performance, improve deployment processes, track performance, produce status reports, etc.
- You can develop a strong knowledge and understanding of customer business needs with the ability to establish/maintain high level of customer trust and confidence.
- You have strong analytical, planning, and organizational skills with an ability to manage competing demands.
- You have stellar customer support and consulting skills that you can apply to complex problems and issues.

We'll really love you if: (This is the bonus stuff that makes you stand out)

- You already have experience supporting IT Projects within USPTO.
- You have experience developing training materials and have strong technical writing capabilities.
- Have experience with Deployment Readiness processes and tools – to include Operational Readiness Reviews (ORRs) and Post Deployment Assessments (PDAs) in order to help USPTO improve processes, create training guides, update SharePoint, and produce reports.

- Have experience with the various financial and compliance needs of Federal customers – to include annual IT planning/portfolio management, OMB reporting, managing Capital Planning & Investment Control (CPIC) reporting to OMB, and preparing for Quarterly Investment Review Board meetings.
- You have experience managing projects with Agile processes, Agile collaboration tools (Rally, Atlassian tools, MS TFS, etc.), and DevSecOps culture + CI/CD pipeline tools (like Jenkins and Docker)
- You emphasize smart approaches, results, quality, and client satisfaction.
- You are customer and relationship-focused, process-driven, results-oriented, and self-motivated.
- You have CSM, SAFe Agilist (SA), or PMI-ACP certification.
- You are passionate and have a drive for learning new technologies and practices. You are a life-long learner with a demonstrated commitment to continuous improvement.

What your day will look like:

- You'll work within your Product Line (like Patents or Trademarks) to team-build and promote the empowerment of the PMO/APMO function, helping each team member become fully engaged and encouraging a sustainable team pace with high-levels of quality.
- You'll develop, cultivate, and manage client relationships.
- You'll report to the BPA Program Manager who will provide support, guidance, information and resources to help you be successful.
- You'll prioritize, lead, and manage tasking of the program team (like business analysts) and completion of assignments. You'll monitor progress and performance in customer tools like Rally.
- You'll leverage your project management and Agile methodology knowledge to help the USPTO iteratively Improve Agile processes (through team observation, retrospectives, trend analysis, etc.)
- You'll leverage your knowledge of IT deployments/pipelines to improve processes, update tools, and create documentation/training materials.
- You'll use your technical writing and Customer Experience (CX) capabilities to create and improve training materials, user guides and other documentation.
- You'll ensure timely completion of reporting and adherence to compliance standards (such as IT Annual Planning, OMB reporting and CPIC Folio submissions).
- You'll adhere to and evangelize standard processes, tools, and guidelines established by the customer and BPA Program Manager.

Tools, toys, & technology (Part of your toolbox):

- You have experience/understanding with all or most of these:
 - Rally Agile Collaboration Tool
 - Business Process and Modeling Tools (Mural, Miro, etc.)
 - MS SharePoint (for IT Planning/Coordination)
 - PMS CPIC Tools (like Folio for CPIC/OMB Reporting)
 - Deployment Readiness Tools (to support deployment assessment team)
 - Tableau and other similar data visualization tools
 - Microsoft Office to include, PowerPoint and Excel advanced features such as macros, pivot tables, analysis and other advanced features

The Admin Stuff:

You must be a **US Citizen** and be able to obtain a Public Trust Clearance from the U.S. government. Public trust security clearance investigations are managed by the U.S. government.

The Whole Package:

- Premium health benefits (including medical, dental, and vision coverage);
- Competitive 401k plan with matching;
- Ability to telework using government-issued equipment;
- Professional growth and development opportunities (with training stipend);
- Paid sick leave, vacation, and Federal holidays;
- Competitive market salary

If you are interested in this position, please apply directly via the job posting site or reach out to Wilco Group LLC at jobs@wilcogroupllc.com.