

## Job Posting

**Position:** GIS Project Manager  
**Location:** Stillwater, Minnesota  
**Job Type:** Full-time



### Position Description:

RAMTeCH Software Solutions is a global leader specializing in geospatial (GIS) technology and engineering solutions for utility, telecommunications, and government organizations. RAMTeCH offers a full range of services in the areas of data management, integration, application development, and consulting to help our clients successfully plan, implement, and support GIS technology and data. We are seeking an experienced GIS Project Manager to work in our Stillwater, Minnesota, office to help manage a variety of GIS projects. The position requires knowledge of geographic information systems and computer based technologies, experience with utility company maps and GIS data, as well as proven experience in managing GIS projects.

### Position Requirements:

1. Minimum of 5 years of multi-disciplined GIS system experience (i.e., Esri, Smallworld, Intergraph, etc.).
2. Minimum 5 years of GIS project management experience.
3. Hands-on experience in GIS data services, mapping, software, and implementation.
4. Experience with MS Office products (Word, Excel, PowerPoint, Project, and Visio) required.
5. Excellent and proven communication, writing, and problem solving skills.
6. Formal Project Management Training or PMI certification is desirable.
7. Bachelor Degree in Geography or Computer Science is desirable.

### Responsibilities:

1. Serve as the primary point of contact for client and subcontractor relationships and communications.
2. Responsible for project components such as contracted scope, quality, schedule, deliverables, and all client interaction and communication.
3. Develop and manage project plan, including schedule, key milestones, and deliverables in accordance with contracts.
4. Perform project administration, controls, and reporting.
5. Manage project budget and financials, including invoicing and payment.
6. Responsible for project documentation.
7. Proactively identify and mitigate project risks.
8. Monitor productivity of staff to include quality and quantity measurements.
9. Develop and maintain project tracking tools to identify progress and status.
10. Prioritize project tasks and staff assignments.
11. Identify and recommend process improvements/enhancements (CPI).
12. Utilize and coordinate internal and offshore resources.
13. Assist as needed in project startup and design activities.
14. Assist in development of project scope, cost, and methodologies for proposals and sales support.

### Additional Job Details:

Employment Term: Full Time  
Work Authorization: US Citizen  
Travel: Less than 20%

RAMTeCH Software Solutions offers competitive wages and comprehensive benefits package, including life insurance, health and dental insurance, tuition and training reimbursement, 401(k) retirement plan, paid holidays, vacation, and sick time. For confidential consideration, qualified candidates should submit a cover letter, resume, and salary requirements to the below.

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