

LCRA PMO Digital Services Project Analyst Job Posting Details

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Job Posting Title

Project Analyst

Job Posting Summary

LCRA is looking for a Project Analyst to join the Project Management Office Controls team. You will serve as a key role to ensure overall project success and governance from initiation through closeout. This is an exciting opportunity to support technology projects across LCRA. Our ideal candidate is someone who enjoys and thrives in financial/schedule analysis and reporting, is eager to troubleshoot and provide solutions, has an appetite for new challenges and learning, and takes initiative.

You perform project support services for four or more project managers and the overall project management and controls functions. You have experience in all areas of project support, controls techniques and systems. You are part of a high-functioning team aimed at supporting the organization in the most effective way of executing projects, reporting and process improvement. Your skillset and experience in financial/schedule/variance analysis and reporting, budget and cost management, schedule development and management, contract support, change management, system support and project documentation are key to overall project and PMO success.

Job Posting Details

You will be trusted to:

- Provide project support primarily in the areas of financial analysis and reporting, variance analysis and reporting, budget and cost management, schedule development and management, customer contracts, documentation, system support and closeout.
- Maintain knowledge and application of standard LCRA project management tools and software, including but not limited to the development and on-going maintenance of project schedules.
- Maintain a comprehensive understanding and application of LCRA project control procedures and initiates process development. Advises project managers and management personnel on the interpretation of project control policies, programs, and procedures.
- May take on assignments broad in nature and requiring leadership and independent judgement, such as general additions projects, cross functional teams, small projects, or portfolio.
- Provide support to project managers for project control functions such as developing project plans, monitoring and communicating project costs and accounting, preparing progress reports, coordinating contract documents and payments, and setting up and maintaining project documents and change management forms.

- Work with the project manager to track progress and maintain project schedules.
- Identify, research and document variances or discrepancies and monitors and communicates project status and information to project managers and work package managers.
- Resolve scheduling issues, resource conflicts and costs and accounting structure and escalates problems to the Project Manager as needed.
- Set up and maintains project files in accordance with record retention and documentation guidelines.
- Manage the closing of project accounting structure and records retention once projects are complete.

This general overview only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by supervisor or management.

You qualify with:

Four or more years of experience in project controls, project management, accounting, business analytics, data analysis, budget analysis or administrative support, including five or more years' experience in project controls or project management. A degree(s) in project management, business, accounting, finance, economics, engineering, construction management, math, science, computer science, information technology or relevant field may be substituted per LCRA guidelines for certain years of experience.

You are a great fit with:

- 2-5 years' experience and understanding in project
- Advanced knowledge in the development and on-going maintenance of project schedules and project scheduling principles utilizing tools such as Primavera P6 or MSP
- Knowledge of project management methods and concepts
- Knowledge of budgeting and cost management
- Skill in analyzing and solving problems
- Skill in planning, scheduling, prioritizing, and coordinating work
- Advanced skills in office productivity applications (such as word processing and spreadsheets)