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Suite 216
Bellevue, WA 98007

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Job Title: Staff Consultant
Relevant Work Experience: 1 to 5 Years
Supervisory Role: None

Status: Full Time Employee, Exempt
Location: Bellevue, WA 98007
Salary: DOE

Job Description:

Position Summary: Performs a variety of consultant tasks under direct supervision such as interacting with clients within the public sector to assist with IT plans, analysis of data to support development of recommendations, and professional writing as necessary. Also will perform other duties as assigned.

Essential Skills:

- ◆ Strong problem solving and analytical skills with an emphasis on “best fit” solutions to client needs.
- ◆ Ability to communicate personably and professionally with clients via email, phone, fax, reports, presentations, workshops and interviews
- ◆ Advanced proficient knowledge of Microsoft Office (Excel, Word, PowerPoint) – including the use of pivot tables in Excel, working with style templates in Word, and master layouts in PowerPoint - **must be comfortable working with numbers**
- ◆ Familiar with information technology concepts and operations
- ◆ Excellent writing and editing skills, and the willingness to adjust writing style to conform to in-house developed standards with an eye to detail
- ◆ Collaborative, team player who can participate in brain storming, project meetings, take constructive criticism, and apply common sense to situations
- ◆ Flexibility in adjusting to shifting priorities while juggling multiple projects and deadlines that are time sensitive and require time accounting
- ◆ Capable of working independently
- ◆ Sense of humor and ability to operate in a deadline-driven environment
- ◆ Willingness to travel a few days a month to client worksites, on an as-needed basis

Desired Skills:

- ◆ Experience working within a public sector environment (local, county or state government) doing IT planning, IT related project management, and/or procurement.
- ◆ Some knowledge of budgeting and finances; fiscal analysis experience would be preferred
- ◆ Direct experience with IT operations, applications, infrastructure and/or management
- ◆ Experience with meeting and workshop facilitation, and with conducting interviews
- ◆ Knowledge of various governmental organization structures and related business processes
- ◆ Intermediate or better proficiency with Microsoft Visio and Microsoft Project

About PTI:

PTI is a niche consulting firm specializing in IT planning for the public sector. We have been in business since 1993, and offer an attractive total compensation package. Our offices offer a flexible environment which demands a strong work ethic. We encourage our employees to balance their work with their personal life, and to have fun.

You:

The ideal candidate will have strong writing and analytical skills, along with some information technology background. **We are NOT looking for software developers or individuals who desire “hands-on” technical work, installations or implementations.** This position requires the ability to think quickly and organize/analyze data. On any given day, much of the time may be spent collecting and analyzing information. Other days will be spent writing, or interacting with clients and vendors. You may also be assigned a variety of other tasks as needed. In addition, you will be expected to contribute creatively in a variety of internal “brainstorming” sessions. You must be able to juggle multiple tasks and not be afraid to speak up and ask questions.

If this sounds like you, then please send your cover letter and resume to Dan Borgen, Co-CEO, at jobs@pticonsulting.com or fax to 425-881-4244. **No phone calls please.**

PTI is an Equal Opportunity Employer, and strongly encourage women and minorities to apply.