JOB DESCRIPTION

Job Title: Product Manager
Exemption Status: Exempt

Reports To: CTO
Department: Product Management

Direct Reports: None
Effective Date: March 9, 2017

JOB SUMMARY:

The EMS Product Manager is responsible for the overall product roadmap and vision for the Product. The Product Manager will lead all product related activities including collaborating with other EMS departments to ensure that great products are created and delivered which meet the customer needs in a timely manner with high quality.

JOB SPECIFIC STANDARDS

Essential Functions

- Be market facing Subject Matter Expert (SME) on the product
- Work with management to define new market opportunities for the product, build business cases, and translate those needs into an actionable project plan from conception through launch
- Understand the competitive landscape and white space opportunities in the market
- Create and document requirements reflecting client needs and EMS capabilities
- Work closely with product marketing team to effectively communicate upcoming releases (what, when, how to use) to internal and external teams (end users, customers, internal stakeholders and teams)
- Ensure solution design and functional requirements for product features are align by working with stakeholders (internal and external) as needed.
- Own and drive backlog grooming and management; prioritize user stories, create acceptance criteria, and drive delivery
- Develop and control internal product and project schedules
- Identify and resolve issues that will impact the project and schedule
- Ensure that product deliverables and milestones are met
- Manage the entire life cycle of a product from inception to termination
- Performs other duties as required

SKILLS AND ABILITIES:

- Excellent written and oral communication skills; comfortable presenting ideas and concepts
- Very good presence in working with clients to ascertain their needs and objectives
- Ability to work independently and proactively
- Must be detail oriented and able to multi-task
- Capable of thinking tactically and strategically
- Strong ‘doer’ mentality; ability to drive ideas from concept to completion
- Good project management skills especially the use of scrum framework
- Good organizational skills
- Highly collaborative nature to lead and thrive in team environments
EDUCATION AND EXPERIENCE:

- BS in Computer Science or similar area of expertise
- Experience developing new products in the education and/or healthcare technology
- Experience working with a SaaS-based product
- Minimum of 1 - 3 years agile software product management experience
- Minimum of 5 years’ experience in software development
- Prior experience as a product manager preferred

PHYSICAL CAPABILITIES:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- While performing the duties of this job, the employee is frequently is required to sit and talk and hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus

ENVIRONMENTAL CONDITIONS:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate

Note: This Job Description may not describe all of the job responsibilities and standards assigned to this position. They may change upon review and at management’s discretion.

Approved By:

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CTO

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Date

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