

Join Our Team: Project and Workflow Specialist

Location: Lincoln, Nebraska | Status: Full-Time | Work Environment: Hybrid

MIPS Inc. is a technology-driven company dedicated to empowering local government with modern, efficient solutions across assessment, payroll, budgeting, GIS, websites, and software development. As we grow our services and modernize internal systems, we're seeking a Project and Workflow Specialist to bring structure, clarity, and execution excellence to our development and product operations.

This role sits at the intersection of strategy, operations, and delivery—ideal for someone with a background in project management, product lifecycle planning, process optimization, or business analysis, who is passionate about streamlining workflows and enabling cross-functional teams to do their best work.

Key Responsibilities:

- ✓ Partner with product owners, developers, and leadership to define project scopes, timelines, and objectives aligned with company strategy
- ✓ Design and implement scalable project frameworks that support iterative software delivery and continuous improvement
- ✓ Lead the coordination of cross-functional initiatives, ensuring transparency, accountability, and timely delivery
- ✓ Define key performance indicators and reporting mechanisms to monitor workflow efficiency, team velocity, and project status
- ✓ Optimize internal processes by identifying gaps, eliminating redundancies, and promoting standard operating procedures
- ✓ Manage sprint planning and progress tracking using digital project management tools (e.g., Jira, Confluence, Etc.)
- ✓ Facilitate clear communication between technical and non-technical stakeholders, ensuring alignment on product goals, priorities, and dependencies.
- ✓ Assist with roadmap planning, release coordination, and backlog grooming to support efficient development cycles

Document and refine operational workflows, technical project plans, and implementation protocols for internal consistency.

Your Background and Experience:

10+ years in a technical project management, product operations, business analysis, or process improvement role.

Strong understanding of software development methodologies (Agile, Kanban, etc.)

Proven experience designing and scaling processes for product or engineering teams

Expertise in project management tools and frameworks (Jira, Asana, Confluence, Gantt charts, etc.)

Demonstrated ability to bridge technical and business goals, with excellent facilitation and communication skills

Strong analytical mindset with a focus on continuous improvement, quality, and scalability

Ability to manage competing priorities across multiple stakeholders and projects

What We Value at MIPS:

Purpose: We build software and services that matter—tools that help counties serve their communities more efficiently and transparently.

Modernization: We are investing in forward-thinking solutions, refactoring legacy processes, and reimagining how government software should work.

Teamwork: Our work is collaborative. We support each other, communicate openly, and move forward together.

Clarity: We appreciate structure, focus, and accountability—and the people who can bring those to complex projects.

What We Offer:

Competitive compensation and benefits package

- ✓ A hybrid work model with flexibility for in-office and remote collaboration
- ✓ Opportunities for leadership and growth as we evolve our platforms and systems
- ✓ A mission-driven culture where your work directly supports local governments and communities

If you are a systems thinker who thrives in fast-moving environments and loves enabling teams to deliver meaningful products—we want to hear from you.