

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> IT Project Manager	<b><u>CLASS NUMBER:</u></b> 80043	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Child Support Enforcement Agency	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N18	<b><u>POSITION CONTROL #:</u></b> 081560
<b><u>POSITION LOCATION:</u></b> 80 E. Fulton Street Columbus, Ohio 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Programmer/Analyst 5 (081500)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the IT Project Manager classification is to manage, administer, and support agency information technology operations from research and budgeting to implementation, maintenance, and support.

**JOB DUTIES:**

Research, plan, develop, maintain, and support agency IT projects and initiatives, including but not limited to: Electronic Document Management and Business Process Management systems, Integrated Service Communication and Case Management systems, Interactive Forms technology, Automated Management Reporting etc. Utilize professional project management tools to define the project's objectives, create schedules and oversees quality control throughout the entire project. Attain resources. Manage diverse project teams, including external vendors and/or consultants. Identify key project milestones and mitigate project risks. Create time lines for completion of deliverables and identify and procure agency resources necessary to complete each phase of the project.

Answer, resolve, and review technical support requests. Process user account requests. Plan, test, deploy installs, maintain, and support domains, servers, enterprise, and desktop applications. Research, plan, prepare, and present information technology budget and project plans. Research, install, upgrade, and maintain hardware. Review and approve timesheets and leave requests. Conduct performance evaluations. Assign and oversee task of assigned staff. Maintain and prepares personal activity reports, timesheets, and leave requests. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; supervision; human relations. Skills in equipment operations. Ability to understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; complete routine forms; maintain accurate records; understand manuals and verbal instructions, technical in nature; use proper research methods in gathering data; cooperate with co-workers on group projects; establish friendly atmosphere as supervisor of work unit.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor's degree in computer information systems or related field with five (5) years of computer experience; or any equivalent combination of training and experience.

**Additional Requirements**

Must meet background check requirements.

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

**UNUSUAL WORKING CONDITIONS:**

N/A

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as

described in the position description.

---

Employee Name

---

Employee Signature

---

Date