

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

<u>CLASSIFICATION TITLE:</u> Deputy Director, Project Management	<u>CLASS NUMBER:</u> 90003.1	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N19	<u>POSITION CONTROL #:</u> 100850
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy Director, IT (100800)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Administrative Officer (100851) IT Project Manager (100852) (100853) Management Analyst 2 (100854) (100855) (100856) (100857)		

CLASSIFICATION PURPOSE:

The primary purpose of the Deputy Director classification is to assist the director with defining departmental goals and objectives. Develop policies and procedures. Assist in the preparing department budget. Supervise assigned staff in one or more major department sections or divisions.

JOB DUTIES:

Direct and oversee assigned projects, with or without sub-projects that cover all phases of project management and whose primary stakeholders are agency executives. Direct and oversee projects and project management functions assigned to other agency project management staff. Work directly with agency executives to focus on strategic planning of local, state, or federal mandated projects. Coordinate projects with other services, projects and agency priorities. Ensure policy, procedures, directives and objectives are in line with mission and goals of agency. Interpret local, state, and federal laws and regulations to ensure project compliance. Develop or direct development and implementation of project planning document(s). Serve as agency representative for project in public forums (e.g., focus groups, other state agencies, county agencies, media, federal government, legislature, etc.) and make presentations to various internal and external stakeholders, organizations, and others to educate on or market project benefits. Provide technical and consultative assistance to agency staff and service providers concerning all aspects of program operations, including agency projects, initiatives and delivery of services. In coordination with agency senior management, provide leadership for improvement of services. Develop program-specific change management models and best practices standards for agency-wide implementation.

Implement quality initiatives and coordinate related projects. Render decisions when interrelated projects require direction. Coordinate multitude of tasks or subprojects. Determine if changes need to be made for optimum service delivery. Interview stakeholders to determine needs and expectations. Maintain regular contact with stakeholders to market product or service and obtain feedback. Manage and negotiate change (e.g., cost, assignments, and objectives) within projects. Determine need for division of given project into subprojects. Distribute and assign work for subprojects (e.g., outside source) and oversee activities conducted within each subproject.

Define project requirements, quality standards and timelines. Determine and evaluate risks that may affect project. Define specific activities to be performed to produce project deliverables. Evaluate deliverables and ensure project is ready to move on to its next phase. Determine and evaluate testing or pilot programs and address any problems found in testing/piloting. Ensure scheduled time frames are met. Provide regular progress reports to stakeholders. Determine and allocate resources and assist in budget planning. Oversee implementation schedule. Manage or assist in procurement processes (e.g., select appropriate processes, coordinate review of proposals, conduct bidder conferences, direct evaluation of bid/proposals, recommend bid/proposal selection, and manage request for proposal, quote and information and invitation to bid) as needed for project procurement.

Meet with federal, state and/or internal auditors to discuss, defend or present project/program parameters or related expenditures. Attend meetings, conferences and workshops on related topics. Supervise/direct assigned professional, technical and administrative/clerical staff. 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; management; work force planning; supervision; public relations; human relations; agency policy and procedures; government structure and process; counseling; business. Skill in word-processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; comprehend and record figures accurately; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; use statistical analysis; complete routine forms; maintain accurate records; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in business management, public administration or related field with three (3) years of progressively responsible management experience in public administration, business, government or related field.

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