

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

<u>CLASSIFICATION TITLE:</u> IT Project Manager	<u>CLASS NUMBER:</u> 80043	<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> N18	<u>POSITION CONTROL #:</u> Varies
<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>		

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:

Direct assigned projects, with or without sub projects that covers all phases of project management. 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 testing piloting. Ensure scheduled time frames are met. Provide regular progress reports. Determine and allocate resources and assists in budget planning. Determine and evaluate testing and/or pilot program and/or project. Oversee implementation schedule. Manage and process procurement documentation. IT liaison with project stakeholders, agencies, state and users and IT teams, partners. Coordinate and facilitate meetings, prepare meeting minutes and project updates. Coordinate training sessions and work with project teams to meet critical deadlines.

Implement quality initiative and coordinate related projects. Render decision 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 and maintain regular contact with stakeholders to meet project deliverables and obtain feedback. Manage and negotiate change within project. Determine need for division of given project into subprojects, distribution of work for subprojects and oversee activities conducts within each subproject. Work directly with agency executives and focuses on strategic planning of federal/state mandated projects. Coordinate projects with other services/projects. Write, implement and monitor policy and ensure compliance. 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; employee training and development; supervision; agency policy and procedures; government structure and process; electronic data processing. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; copy material accurately and recognize grammatical and spelling errors; complete routine forms; maintain accurate records; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; proofread technical materials, recognize errors and make corrections; 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

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