

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

<u>CLASSIFICATION TITLE:</u> IT Project Manager	<u>CLASS NUMBER:</u> 80043	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<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> 032600
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy Director, Support Services & Finance (032000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Telecommunications Coordinator (032610) Telecommunications Support Analyst (032614) Telecommunications Technician (032613)		

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 telecommunications projects and initiatives. 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. Specific tasks include identification of key project milestones, identification and mitigation of project risks, creation of time lines for completion of deliverables and identification and procurement of agency resources necessary to complete each phase of the project.

Answer, resolve, and review technical support requests and processes telecommunications requests. Plan, test, deploy installs, maintain, and support voice and data telecommunication hardware and software.

Research, plan, prepare, and presents telecommunications divisional budgets and project plans. Review and approve timesheets and leave requests. Conduct performance evaluations. Assign and oversees task of assigned staff. Maintain and prepare telecommunications 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 supervision; human relations; agency policy and procedures; electronic data processing. Skill in equipment operations. Ability to 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; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in computer information systems or related field with five (5) years of computer experience.

Additional Requirements

No special license or certification is required.

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