

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Infrastructure Services Division	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006357	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION ISD Assistant Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: ADMIN	Bargaining Unit 22 PR 17 Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Directs and manages Office of Information Technology (OIT), Infrastructure Services Division (ISD) enterprise level projects (e.g., Office 365, Agency Migrations, ITIL) that covers all phases of project management & works directly with business owners and agency executives: focuses on strategic planning, coordinates projects with other services/projects, writes, implements & monitors policy & ensures compliance, markets benefits to organization/executive management & lobbies political entities, ensures policy, procedures, directives & objectives are in line with mission & goals of agency, directs development & implementation of planning document(s) (e.g., customer metric scorecards, performance analysis, action items, customer incident timeframe, severity level & criticality communication), serves as agency liaison for project in public forums (e.g., other state agencies, county agencies, legislature), & makes project presentations to organizations, executive management & political organizations/individuals to educate/market benefits.	Knowledge of (1) computer science; (2) project management (3) enterprise level processes; (4) business and architecture components; (5) budgeting, planning and forecasting; (6); (7) contract governance; (8) capacity planning; (9) agency policies/procedures*. Skill in (10) operation of personal computer and associated hardware/software. Ability to (11) turn concepts into working models; (12) define problems, collect data, establish facts, draw valid conclusions and initiate solutions; (13) communicate effectively with business owners, vendors, and internal staff and general public both orally and in writing; (14) handle sensitive inquiries, contacts and complaints from officials and general public.
30	Implements quality initiatives & coordinates related projects; develop monthly customer metric scorecards to communicate OIT/ISD performance and provide analysis of performance and follow up action items; develops and implements customer focused communication forums regarding services needed, new services offerings, strategic technology roadmaps and obsolescence strategies; interviews customers to determine needs & expectations & maintains regular contact with customers to market product or service & obtain feedback; determines need for division & distribution of given project into subprojects & oversees activities conducted within each subproject; advises the COO on improvement opportunities for ISD and implements the identified improvement opportunities; supervises staff &/or contractors & performs administrative functions (i.e., approval of requests for leave, payable time approval, completes performance evaluations, issues discipline).	Knowledge of 1-9; (15) supervision; (16) service level agreements. Skill in 10. Ability to 11-14. *Developed after employment.

JOB CODE 63386 JOB CODE TITLE IT Project Manager 3 JOB CODE AA 6-9-K V2	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/19/15
			S-17-13

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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
20	Defines project requirements, quality standards & time lines; determines & evaluates risks that may affect project; defines specific activities to be performed to produce project deliverables; evaluates deliverables & ensures project is ready to move on to its next phase; addresses any problems found in testing/piloting; ensures scheduled time frames are met; provides regular progress reports; determines & evaluates testing &/or pilot program &/or project; oversees implementation schedule.	Knowledge of 1-9; 15-16. Skill in 10. Ability to 11-14.		
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/14/15	

JOB CODE TITLE
 IT Project Manager 3
 ASD 6-9-15 Ver
 JOB CODE
 63386

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5/14/15