

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS501630

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
IGD/Project Success Center

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006604

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Associate Project Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 15
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
60	Manages assigned projects for Office of Information Technology (OIT): develops scope of projects (e.g., scope planning, definition, verification & change control); develops plan & execution of project; defines timeline of project from beginning to end; outlines phases & staff assigned to complete work tasks; manages activity definition, sequencing, duration estimating, & schedule development & control; determines resources, estimates costs, develops budget & controls costs; ensures quality control; oversees staff acquisition & team development as needed; prepares regular reports for senior management & stakeholders; identifies risks & risk response control as needed; prepares all closeout activities when project is completed.	Knowledge of (1) computer science; (2) project management life cycle methodologies; (3) computer hardware & software; (4) time management; (5) budgeting*; (6) risk assessment; (7) contract management processes & practices*; (8) state procurement processes*; Skill in (9) operation of personal computer & associated hardware & software; (10) use of project planning software (e.g., MS Project); Ability to (11) manage multiple demands or tasks on projects; (12) define problems, collect data, establish facts & draw valid conclusions; (13) communicate effectively orally & in writing with diverse groups; (14) review & evaluate project progress; (15) write concise & accurate reports..
25	Supports the Office of Information Technology Project Success Center (PSC) staff and business processes by: tracking use of contract resources against planned time and expense; producing consolidated status reports; administering and providing support for project management tools (such as MS SharePoint and AtTask); producing meeting agendas and minutes and tracking completion of action items; escalating issues and risks to PSC management.	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8* Skill in 9, 10 Ability to 11, 12, 13, 14, 15 *developed after employment

JOB CODE TITLE
Project Manager 1

JOB CODE
63381
APD 11-13-13 125

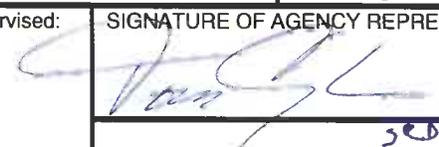
List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Signature]
10/24/13
see 10/25/13

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS501630
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE IGD/Project Success Center	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006604 JOB CODE TITLE Project Manager 1 JOB CODE 63381	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Associate Project Manager		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 checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 15 Page 2 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	
	15	Promotes project management practices across the state and supports the OIT Project Success Center (PSC) by participating in various programs (e.g., project management training & certification, project mentoring, project management methodology/best practices, project management user communities); participates in developing, maintaining, & promoting the state's project management methodology; works with Statewide IT Policy to write, implement & monitor project management policies; participates in developing & hosting project management user communities by developing & facilitating sessions & promoting events; participates in project management career development activities (e.g., training programs, career development, certification programs). Also performs other related duties as required: attends senior staff meetings, provides presentations to public & private groups.	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8* Skill in 9, 10 Ability to 11, 12, 13, 14, 15 <u>Position Specific Minimum Qualifications</u> 2 yrs. post-secondary education majoring in business administration, public administration, computer science/information technology, social science, or health, with major being commensurate with project to be assigned; 12 mos. exp. in budgeting & calculating cost projections of program/projects. -Or 3 yrs. exp. in project management (i.e., management & development of project/program requirements, design, development, testing/pilot, training & full scale implementation); 12 mos. exp. in budgeting & calculating cost projections of program/projects. *Developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10/24/13
			300 10/25/13	