100-600U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS501630

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Project Success Center	Franklin

POSITION NUMBER 20006622

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Project Manager	20006588 Information Technology Consultant 3

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 17
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 am

JOB CODE TITLE Information Technology Manager 2

JOB CODE 64133

APD 9-30-11 VB

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Manages enterprise 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.
45	Oversees contract compliance/management for DAS & partner agencies' large enterprise projects with focus on strategic planning of federal/state mandated projects; evaluates & advises on proper project deliverables; participates in determining & evaluating risks that may affect project; advises on project problems & project management techniques; reviews regular progress reports; reports on activity with projects; provides guidance in determining & allocating resources & advises on budget planning; assists in determining & evaluating testing &/or pilot program &/or project; monitors implementation schedule; manage high-level interaction between projects and multiple stakeholders; works with IT procurement staff to provide advice on procurement processes (e.g., selection of appropriate processes, coordination & review of proposals, conducting bidder conferences, directing evaluation of bid/proposals, recommending	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8* Skill in 9, 10 Ability to 11, 12, 13, 14, 15

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	9/13 2011

100-600U

POSITION DESCRIPTION

		AGENCY/DEPT ID DAS501630
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Project Success Center	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006622

JOB CODE TITLE Information Technology Manager 2

JOB CODE 64133

APD 9-30-11 US

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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Project Manager	20006588 Information Technology Consultant 3

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 17 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 am

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	bid/proposal selection, representing project to controlling board, executing valid contract, preparing request for proposal, quote, information, & invitation to bid) 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.	
20	Promotes project management practices at DAS & across the state through various programs (e.g., project management training & certification, project mentoring, project management methodology/best practices, project management user communities) with focus on strategic planning of federal/state mandated projects: participates in developing, maintaining, & promoting DAS & 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).	Knowledge of 2, 3, 4, 5, 6 Skill in 9, 10 Ability to 11, 12, 13, 14, 15.
5	Performs other related duties as required: attends senior staff meetings, provides presentations to public & private groups.	Knowledge of 2 Skill in 9 Ability to 12, 14 <u>Position Specific Minimum Qualifications</u> 24 mos. project management experience on large, complex information technology and business solution projects (e.g., implementing or significantly changing one or more programs and supporting systems such as PeopleSoft/Ohio Administrative Knowledge System). *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	9/13 2011