

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

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Project Manager

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

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 DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Manages enterprise projects for Office of Information Technology (OIT): develops & direct 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	Oversees contract compliance/management for DAS 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

JOB CODE TITLE
Project Manager 3

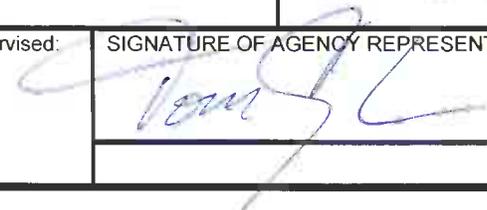
JOB CODE
63383

APD 10-25-13 VAY

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/14/13

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Bargaining Unit 22
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 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 Success Center's (PSC) Program and Project Management Practice (PPMP) at DAS & across the state through various programs (e.g., PPMP 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 *developed after employment

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Project Manager 3

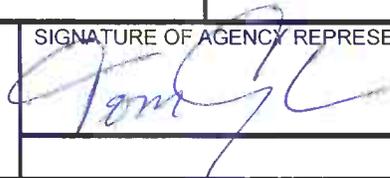
APD 10-25-13 DAS

JOB CODE
63383

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/11/13