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| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS/501630 |
| DIVISION OR INSTITUTION Office of Information Technology | UNIT OR OFFICE Project Success Center | COUNTY OF EMPLOYMENT Franklin |

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|--|--|---|---|---------------------------------------|
| POSITION NUMBER 20006632 JOB CODE TITLE Information Technology Manager 2 JOB CODE 64133 | <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 Project Manager | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006588 Information Technology Consultant 3 | |
| | <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 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 | |
| | 40 | 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 partner agencies' large enterprise projects with focus on strategic planning of federal/state mandated projects; evaluates & advises agencies 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 agency 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 agency 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 |
| | | | <i>Koetz</i> | 8/24/09 |

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| | | bid/proposal selection, representing agency 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. | | |
| | 10 | Promotes project management practices 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 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 | |
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| | | | DATE 8/24/09 | |

App'd 8-24-09 CB