

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

POSITION NUMBER 20006633	<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 2 of 2														
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 am																	
JOB DESCRIPTION AND WORKER CHARACTERISTICS																		
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td></td> <td>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.</td> <td></td> </tr> <tr> <td>10</td> <td>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).</td> <td>Knowledge of 2, 3, 4, 5, 6 Skill in 9, 10 Ability to 11, 12, 13, 14, 15.</td> </tr> <tr> <td>5</td> <td>Performs other related duties as required: attends senior staff meetings, provides presentations to public & private groups.</td> <td>Knowledge of 2 Skill in 9 Ability to 12, 14</td> </tr> <tr> <td colspan="2"></td> <td> <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 </td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		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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JOB CODE 64133	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 															
			DATE 8/24/09															

Apd 8-24-09 CB