

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS501290

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Digital Government

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006662

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Senior 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 17
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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
65	<p>Provides technical advice to Project Success Center (PSC) to develop and enhance the PSC enterprise project management practice. This practice will include the following areas of focus:</p> <ul style="list-style-type: none"> • Quality/Risk Management Plan • Quality/Risk Assurance Process • Quality/Risk Management Control Process • Quality/Risk Audit Process <p>Also provides technical support to research what efforts are currently being employed by other States and Agencies in their Project Management Offices (PMO) and how those activities can be integrated in the PSC. Will also work with procurement to draft a multiple vendor (Prequalified) Quality Assurance Services Request for Proposal (RFP).</p>	<p>Knowledge of (1) information systems (IT) which includes LAN/Wan architecture & principles; (2) networking operation systems & protocols; (3) network monitoring & capacity planning techniques; (4) IT systems analysis & design; (5) high-level computer programming languages; (6) IT systems acquisition procedures & fiscal controls*; (7) budgeting; (8) program/project management; (9) Internet & eCommerce; (10) marketing; (11) supervision. Skill in (12) operation of personal computer & associated hardware/software. Ability to (13) deal with many variables & determine specific action; (14) read & interpret extensive variety of technical material in books, journals & Internet; (15) define problems, gather data, establish facts & draw valid conclusions; (16) communicate effectively in writing & verbally; (17) interact with high-level government officials, vendors & contractors.</p>
25	<p>Support the ongoing eLicense program activities that are currently being supported by the PSC. This work includes developing the support model, the customer on-boarding process and the ongoing operational cost model.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8, 9. Skill in 12. Ability to 13, 14, 15, 16, 17.</p> <p>*Developed after employment.</p>

JOB CODE TITLE
Information Technology Consultant 3

JOB CODE
64163

List Position Numbers & Job Titles of Positions Directly Supervised:
SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
5/13/14
1-8-14

