

# 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  
20071782

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

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

Permanent     Temporary     Intermittent     Classified     Unclassified     Essential    Overtime:  Eligible     Exempt    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
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

JOB CODE TITLE  
Information Technology Manager 2

JOB CODE  
64133

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*al. Sullivan*

9/13  
2011

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

<b>POSITION NUMBER</b> 20071782	<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 type="checkbox"/> Classified <input checked="" 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 PR 17 Page 2 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am      TO: 5:00 am				
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
<b>%</b>	<b>Job Duties in Order of Importance</b>		<b>Knowledge, Skills &amp; Abilities</b>	
20	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.		Knowledge of 2, 3, 4, 5, 6 Skill in 9, 10 Ability to 11, 12, 13, 14, 15.	
5	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).			
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				
<b>JOB CODE</b> 64133	<b>JOB CODE TITLE</b> Information Technology Manager 2	<b>JOB CODE</b> APD 9-80-11 v13		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			9/13 2011	