

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072309	<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 See Table of Organization	
	<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: Administrative	Bargaining Unit 22 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m. TO: 5:00p.m. Report in location & work hours subject to change.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Under direction of Chief Procurement Officer (CPO), manages and/or directs development & implementation of portfolio of specialized enterprise-wide public policy & public administration projects related to statewide procurement (e.g. supply chain, strategic sourcing, spending, workforce, services, strategy, & policy) involving private & state, federal & local public entities: plans & controls assigned projects utilizing all phases of project management methodologies (e.g., defines project requirements with internal & external stakeholders; determines if changes are advantageous to improving service delivery, satisfaction, &/or costs; determines & evaluates risks that may affect project; oversees implementation schedule; defines specific activities to be performed to produce project deliverables; evaluates deliverables & ensures project is ready to move on to its next phase; reports on delivery problems & provides performance data; provides progress reports; manages & negotiates changes); coordinates with executives, other projects & central services providers; promotes benefits & adoption to federal, state & local agencies & executives, multi-agency groups, buying consortiums, state forums, & local government associations; establishes procedures for monitoring & compliance related to multi-agency supply & spend; on behalf of CPO, works with public buyers & suppliers to identify, formulate & implement strategies & policy; formulates policy & measures & monitors compliance; provides non-legal review, interpretation & impact of federal & state laws & regulations & identifies changes; provides non-legal review & interpretation of policy & procedures & recommends modifications; disseminates policy & standards through CPO & Director for purposes of standardization across agencies & suppliers; on behalf of CPO, works with Office of Procurement Services (OPS) team & Department of Administrative Services (DAS) administrative services providers to develop &/or direct development & implementation of state & OPS planning documents (e.g. project, budget, workforce, change, policy, spend, supply chain); develops goals & objectives for statewide procurement & OPS & implements tactics to achieve goals & objectives; assists department with preparation of division budget, performance reports, studies on spending levels & purchasing practices; formulates & disseminates state spending reports; formulates & disseminates performance reporting of suppliers.	Knowledge of (1) DAS, State of Ohio, & division purchasing codes, regulations, policies & procedures (e.g. O.R.C., Ohio Administrative Code;* (2) government structure & process*; (3) generally accepted procurement practices; (4) public administration; (5) matrix management; (6) project management; (7) time management; (8) life cycle methodologies; (9) human/public relations; (10) public budgeting; (11) State Emergency Operations Center protocol* Skill in (12) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, PowerPoint, Outlook, Gantt chart/project planning software). Ability to (13) handle sensitive inquiries from public officials & general public; (14) manage multiple demands or tasks on projects or programs; (15) solve problems involving several variables in unique situations; (16) review & evaluate project progress; (17) communicate effectively on project information in a team setting; (18) prepare meaningful, concise and accurate reports; (19) read, understand & interpret state procurement contracts.

Apr 3. 24. 16 *cc*

List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/24/16
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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	25	Serves as representative for projects in public forums & to business community & provides information on related policies, procedures, adoption & benefits on behalf of CPO, Deputy Director of General Services Division & Director: attends meetings at various committees, boards & commissions; maintains contact with key staff members from customer agencies & central offices to foster customer oriented, proactive working environment in OPS; makes presentations & provides information relative to office; makes presentations to organizations & executive management to educate & promote benefits.	Knowledge of 1*, 2*, 3, 4, 5, 6, 7, 8, 9 Skill in 12 Ability to 13, 14, 15, 16, 17, 18, (20) explain procurement processes in a clear, concise manner.	
	15	Attends meetings, conferences &/or workshops on related topics; supervises/directs assigned staff, contract workers, & project participants; other duties as assigned.	Knowledge of 1*, 2*, 3, 4, 5, 6, 7, 8, 9 Skill in 12 Ability to 13, 14, 15, 16, 17, 18, 20	
		This position is in unclassified service per section 124.11(A)(9) of Ohio Revised Code, and is overtime exempt.	*developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 3/24/16	

App'd 3.24.16 @a

POSITION NUMBER
20072309

JOB CODE TITLE
Project Manager 1

JOB CODE
63381