

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Business Office

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
CIMS Project Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005497 Business Operations Manager 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. – 5:00 p.m.

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	<p>On behalf of General Services Division's Deputy Director, performs project management functions for the development, implementation, &amp; complex analysis of Capital Improvements Management System (CIMS): Assists in evaluation of proposals received from software vendors; identify, assess &amp; mitigate risks found in project plans; troubleshoot project issues &amp; recommend solutions; verify adequacy of test plan (e.g., completeness of test scripts, system testing, performance testing, user acceptance testing); assist in evaluating suggestions for business process engineering in order to minimize scope creep; support state in negotiation of any software modifications &amp; change orders. Oversees development of a comprehensive project plan &amp; both short &amp; long term objectives: prepares work plans for authorized work; assists in developing budget; assists in scheduling in order to meet project milestones &amp; deliver project on-time; provide expertise in the establishment of a steady state support structure (e.g., help desk).</p>	<p>Knowledge of (1) computer science; (2) project management; (3) business administration; (4) computer systems analysis &amp; design; (5) computer hardware systems; (6) agency policies &amp; procedures*. Skill in (7) operation of personal computer &amp; associated hardware/software (e.g., MS Word, Excel, Access, PowerPoint, Outlook) Ability to (8) establish &amp; manage various business plans; (9) interpret variety of technical computer manuals &amp; documentation; (10) write computer programs &amp; system documentation &amp; instruction manuals; (11) communicate verbally &amp; in writing on technical &amp; non-technical matters; (12) define problems, collect data, establish facts &amp; draw valid conclusions; (13) prepare meaningful, concise &amp; accurate reports &amp; correspondence; (14) establish friendly atmosphere as project manager; (15) handle routine &amp; sensitive inquiries from consultants, contractors, other governmental representatives &amp;/or community agency representatives.</p>
35	<p>Confers &amp; meets with users, vendor &amp;/or deputy director in order to exchange information, resolve difficult or technical problems &amp;/or to coordinate operations: acts as a liaison between contracted staff &amp; state staff; works with state agencies &amp; state colleges &amp; universities to assist with project efforts; assist in training &amp; outreach efforts to all affected customers (e.g., architects, engineers, construction contractors, state agencies); attends management-level meetings &amp; provides expert advice to high-level management personnel: provides direction, advice, &amp; regularly scheduled update reports for all phases of project. Other duties as assigned.</p> <p>This position is overtime exempt.</p>	<p>Knowledge of 2, 3, (16) public relations Skill in 7 Ability to 9, 11, 12, 13, 14, 15.</p> <p>*developed after employment</p>

List Position Numbers and Class of Positions Directly Supervised:

20005523 Management Analyst Supervisor 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven/jaw*

5/2/08

POSITION NUMBER  
20072890

JOB CODE TITLE  
Information Technology Manager 1

JOB CODE  
64132

4408 574-110 CLK