

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Deputy Director's Office

COUNTY OF EMPLOYMENT
Franklin

Reclassification New Position Update Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Project Manager POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: **8:00 a.m.** TO: **5:00 p.m.** (Report in location and work hours subject to change).

JOB DESCRIPTION & WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	<p>Manages projects for General Services program units that covers all phases of project management: leads complex multi-dimensional & multi-divisional projects to ensure collaboration & project success; develops project plans to effectively analyze & manage complex performance & process issues; analyzes & evaluates programs, procedures & policies; develops project proposals & program plans; defines project requirements, & time lines; determines & evaluates risks that may affect project; defines specific activities to be performed to produce project deliverables; evaluates deliverables & ensures project is ready to move on to its next phase; addresses any problems found in testing/piloting; ensures scheduled time frames are met; reports on delivery problems & provides performance data; provides regular progress reports; provides technical advice to aid deputy director in decision making; works directly with division managers to develop, administer & complete all phases of project management; manages & maintains stakeholder relationships & works with GSD staff which could include a variety of divisional leadership, & their respective internal & external customers; identifies, manages & mitigates risks associated with projects & initiatives; tests, monitors & modifies new processes; assists in writing policy; directs, implements & monitors continuous improvement application processes; assists in researching, applying & implementing best practices within GSD & approaches for transforming agency; formulates, drafts & delivers a variety of reports & presentations to advance understanding of sponsors, stakeholders & impacted populations; manages variety of assigned project management/process improvement initiatives; provides mentoring support & oversight to ensure project success.</p>	<p>Knowledge of (1) training & organizational development; (2) platform training skills; (3) public & human relations; (4) program/project management; (5) agency policies & procedures*; (6) government structure & process*; (7) public relations; (8) business administration, management science, or public administration; (9) standard written English documentation practices & guides used in policy development. Skill in (10) managing training programs & making presentations; (11) operation of personal computer, peripherals & associated software (e.g., MS Word, Excel, PowerPoint, Project Management); (12) conducting technical research, including online research. Ability to (13) formulate & work through project plans; (14) accept/maintain fiduciary responsibility, including confidentiality; (15) facilitate meeting & lead collaborative development & work teams; (16) think critically to define problems, collect data, establish facts & draw valid conclusions; (17) prepare meaningful, concise & accurate letters, memos, papers & reports (18) interpret variety of instructions in written or oral form; (19) work independently or on formal or informal teams.</p> <p>*developed after employment</p>

POSITION NUMBER
20073927

JOB TITLE
Project Manager 1

JOB CODE
63361

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Eric Young

10/23/15

Apd 10.23.15 (cc)

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AGENCY/DEPT ID
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Permanent Classified Overtime: Eligible Exempt
 Temporary Unclassified If FLSA Exempt, exemption type: Administrative
 Intermittent Essential
 Bargaining Unit 22 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
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JOB DESCRIPTION & WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Manages business function of deputy director's office: establishes & oversees maintenance of fiscal controls; assists in authorizing expenditures & purchases; ensures that budget control & spending restraints are adhered to in regular operations of GSD; performs other related duties as required by Deputy Director or Assistant Deputy Director of GSD.	Knowledge of 3, 4, 5*, 6*, 7, 8, 9, (20) budget & fiscal controls. Skill in 10, 11 Ability to 16, 17, 18
10	At direction of Director of DAS managed variety of assigned project management/process improvement initiatives (i.e., LeanOhio based service, Six Sigma, Kaizen events): creates & maintains centralized coordinated process for Green Belt & Black Belt projects; identifies viable projects along with cultivating, positioning & scoping these projects for assignment to Green Belt & Black Belt candidates; provides mentoring support & oversight to ensure project success.	Knowledge of 3, 4, 5*, 6*, 7, 8, 9, (21) process improvement techniques. Skill in 10, 11, 12 Ability to 15, 16, 17, 18

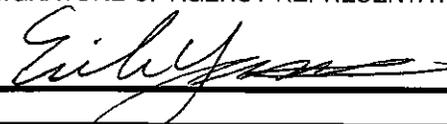
This position is in unclassified service per section 124.11(A)(9) of Ohio Revised Code.

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



10/23/15

POSITION NUMBER
20073927

JOB TITLE
Project Manager I

JOB CODE
63361

App'd 10.23.15 (e)