

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE OIT/OAKS	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075303           JOB CODE TITLE IT Project Manager 2           JOB CODE 63385 APD 6-10-14 JEB	<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		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 checked="" type="checkbox"/> Classified <input 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 16 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	35	Manages all projects related to producing & incorporating new modules, upgrades, &/or bolt-on applications that interface with Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft Application); works directly with agency executives & organizations responsible for service & product delivery; focuses on coordination of projects with other services & projects using project management methodologies (e.g., time, cost, scope); assists in writing project management policies; monitors policy compliance; interprets federal & state laws & regulations to ensure compliance; participates in establishing project management guidelines for monitoring & compliance; develops &/or directs development & implementation of planning documents (e.g., resources, specific assignments); creates and executes project work plans and revises as appropriate to meet changing needs and requirements; reviews deliverables, and ensures that project documents are complete, current and stored appropriately; sets and manages client expectations, continually seeks opportunities to increase customer satisfaction and deepen client relationship; facilitates team and client meetings effectively; effectively communicates relevant project information to superiors.	<b>Knowledge of</b> (1) ERP environment (e.g., PeopleSoft); (2) project management life cycle methodologies; (3) time, cost, & scope management; (4) budgeting; (5) risk & issue management; (6) vendor management processes & practices; (7) state procurement processes*; <b>Skill in</b> (8) operation of personal computer & associated hardware & software; (9) use of project planning software (e.g., MS Project); <b>Ability to</b> (10) manage multiple demands or tasks on projects; (11) define problems, collect data, establish facts & draw valid conclusions; (12) communicate effectively with diverse groups orally & in writing; (13) review & evaluate project progress; (14) write concise & accurate reports; (15) manage large (\$1million+) projects.	
	35	Promotes project management practices: applies methodology and enforces project standards throughout OAKS through various programs (e.g., project management training, project mentoring, project management methodology & best practices) with focus on projects that may impact or interact with the OAKS system; implements & coordinates project phases & coordinates multitude of tasks or subprojects with all relevant stakeholders; determines if changes are needed for optimum service delivery; interviews stakeholders to determine needs & expectations; maintains regular contact with relevant stakeholders to ensure open communication; manages & negotiates change (e.g., cost, assignments, objectives) within project; determines need for division of given project into subprojects & distribution of work.	<b>Knowledge of</b> 1, 2, 3, 4, 5, 6, 7* <b>Skill in</b> 8, 9 <b>Ability to</b> 10, 11, 12, 13, 14, 15.	
				*developed after employment
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			6/10/14	

