

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Sr. Project Manager	<u>CLASS NUMBER:</u> 80045.1	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Board of Commissioners	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N21	<u>POSITION CONTROL #:</u> 010044
<u>POSITION LOCATION:</u> 373 S. High St., 26 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Chief Information Officer (010022)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Senior Project Manager classification is to assist entities within the County by managing all aspects of IT projects, including project planning, execution, timing, functionality, quality, communication, and costs.

JOB DUTIES:

Manage the execution and coordination of assigned projects from requirements definition through deployment, including but not limited to: identifying needed resources, developing a project plan, coordinating with stakeholders to reach an agreement on requirements and task assignments, managing and coordinating project team activities, and executing the project plan. Work under the guidance of project sponsor(s) of the assigned project. Work closely with the project teams to ensure that the design and development of the new or enhanced applications adequately meet the business requirements.

Serve as the official entity to communicate project status, risks, and issues. Develop all official project tools, techniques, templates, and protocols to manage assigned projects using best practices garnered from leading industry authorities. Track and coordinate project resources. Ensure that third-party vendors adhere to contractual obligations.

Provide quality project management to ensure that the goals, objectives, and deliverables associated with assigned projects are accomplished on time and within budget. Collaborate with project teams and committees on development and execution of project plans. Implement project management plans to establish processes and tools to manage vendor scope, risks and issues, schedule, budget, quality, implementation tasks, scope and change controls, stakeholder communications, and organizational change management. Coordinate scheduling and communications with the project teams and third-party vendors. Provide regular communication to the project teams and project stakeholders regarding the progress and status of projects and document all relevant project decisions. Establish and monitor key performance indicators.

Excellent analytical and problem-solving skills in IT technical areas to solve high-priority problems and lead highly-visible incident resolutions. Excellent technical knowledge of contemporary industry best practices and procedures in IT infrastructure and security. Clearly conveys and receives information and ideas. Actively supports a diverse, equitable and inclusive culture. Proactively applies an equity and inclusion lens to how the agency approaches team building, processes, and service delivery. Diligently follows through on commitments and consistently meets deadlines.

Manage, direct, and evaluate assigned staff. Address employee concerns, direct work, counsel, address and recommend corrective action, and complete employee performance evaluations.

Serve on committees and work groups as assigned. Attend meetings, trainings and conferences to maintain current knowledge of IT and project management topics. Lead trainings and presentations in connection with assigned projects.

Maintain regular and predictable attendance. This position requires regular and consistent on-site attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Collaborate with project teams and stakeholders to assist in making sound, well-informed, and objective decisions in a timely manner. Compare data, information, and input from a variety of sources to draw conclusions; take action that is consistent with available facts, constraints, and probable consequences. Apply both rational and creative processes to identify unknown root causes of problems. Based

on the situation, work with project teams to decide best course of action, implement the solution, and follow-up to see how it is working. Calculate and evaluate the long-term consequences of a decision. Clearly convey and receive information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Keep others informed as appropriate. Demonstrate effective written and verbal skills. Use keen active listening skills to gather and validate information to build trust and enhance collaboration.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in business management, public administration or related field with seven (7) years of hands-on project management experience in handling technology projects.

Additional Requirements

Must meet background check requirements. Must possess project management certification from PMI (i.e. PMP, CAPM, PMI-ACP) or top relevant industry standard certification acquired or renewed within the last 3 years. Strong written and verbal communication skills and excellent presentation skills. Prior supervisory experience preferred. Experience in coaching employees to strengthen their abilities and skill sets preferred.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date