

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Information Technology Manager 1</i>	DIVISION: <i>Finance & Administrative</i>	DEPARTMENT: <i>Information Technology</i>
WORKING TITLE: <i>PMO Manager</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>736000 1, Data System Manager 3</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>64132</i>	PCN: 736004 PAY RANGE: 28	REVISION DATE: <i>11/2019</i>
EQUIPMENT USED: <i>Telephone/conference call equipment computer/monitors calculator printer scanner fax machine copying machine automobile</i>		
<p>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: Completion of undergraduate core coursework in computer science, OR completion of undergraduate core coursework in any academic major which included at least one course in each of the following: advanced-level computer programming language (for example, COBOL, Delphi, Java, Powerbuilder, Visual Basic, PI 1, SAS PCS, Pacbase, Full Visual Suite, Designer 2000, Developer 2000, C, C++, Visual C, ECL, or Visual Studio), logic-based mathematics, data base concepts (for example, Oracle, Microsoft Access, Paradox, Sybase, IMS DB, DB2, Cache, DMS, or RDMS), computer systems analysis & design, & basic data processing concepts; Additional 6 1/2 years (78 mos.) experience commensurate with job duties to be performed & knowledges & skills required as outlined in this document; 18 mos. exp. in performing project management functions as defined in job series purpose of state specifications. (Series 6413 Data Systems Management). -Or 8 1/2 years (102 mos.) experience commensurate with job duties to be performed & knowledges & skills required as outlined in this document; 18 months exp. in performing project management functions as defined in series purpose. -Or 12 mos. experience as Information Technology Supervisor 3, 64119, or equivalent. -Or equivalent of Minimum Class Qualifications for Employment noted above.</p> <p>PREFERRED: Bachelor's degree in technology or a related area. PMP, Scrum Master or KT certification. ITIL certification. 10-12 years in an advanced, fast-paced Information Technology environment managing a mixture of technology and business projects. Government experience in IT. 3-4 years as a Manager or Supervisor of a PMO using mechanized, industry-recognized project management tools. Outstanding interpersonal skills that include the ability to communicate effectively. Ability to demonstrate supportive relationships with peers, clients, partners, and vendor executives. Must be flexible and work with a high level of initiative. Must have the ability to remain professional under high pressure situations. Ability to retain and protect confidential material.</p>		
<p>PURPOSE: <i>The employee shall coordinate and integrate delivery of multiple projects comprising large, complex programs of business change. 1) The employee shall establish and manage a program office that manages agency projects while introducing policies and procedures to standardize the practice, and ensure they are followed. 2) The employee shall control the program and ensure that program objectives remain consistent with the overall business strategy and consult regarding business development efforts where needed. 3) The employee shall ensure the quality and timeliness of all defined projects, manage inter-project dependencies and issues, and track, evaluate, and report project and program performance. 4) The employee shall work with senior management, steering committees, and business sponsors to ensure that projects and their cumulative programs achieve the intended business results. 5) The employee shall also help improve the agency's business analysis, project, and program management practice. 6) The employee shall also help research new technologies, methodologies, and</i></p>		

operating models to more quickly and efficiently achieve agency objectives. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.

<p>80%</p> <p>15%</p> <p>5%</p>	<p>JOB DUTIES:</p> <p>Develops project, system &/or section policies & establishes systems/programming standards, plans & monitors systems projects & activities which may include systems integration, assists superiors with long range-planning & budget preparation, evaluates software &/or hardware products for acquisition, & meets with agency staff to discuss projects & resolve technical problems; Supervises and directs subordinate personnel and contract staff; Performs project management functions for high-level & complex analysis & design of automated information systems; Establish and manage a program office that manages agency projects while introducing policies and procedures to standardize the practice, and ensure they are followed. Monitor and manage the program and ensure that program objectives remain consistent with the overall business strategy and consult regarding business development efforts where needed. Ensure the quality and timeliness of all defined projects, manage inter-project dependencies and issues, and track, evaluate, and report project and program performance. Work with senior leadership to improve the agency's business and objectives.</p> <p><i>Develops and provides IT environmental documentation. Assists in the troubleshooting of "IT Service Desk" calls as it pertains to networking and software problems; consults with users on possible solutions. Participates in staff development/training, as directed. Participates in conferences, committees/workgroups and other department/agency meetings as requested; completes other administrative and personnel related tasks.</i></p> <p><i>Performs other related duties as assigned</i></p> <p>*Position is in an on-call rotation and subject to call-in during non-working hours (24/7) as necessary.</p> <p>*Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.</p>	
<p>List no. of positions and Class Titles of positions supervised</p> <p>6 – Management Analyst 2 1 – Program Analyst 3 1 – IT Architect 2</p>	<p>_____</p> <p>Signature of Agency Representative</p>	<p>_____</p> <p>Date</p>