

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Management Analyst 2</i>	<b>DIVISION:</b> <i>PSS</i>	<b>DEPARTMENT:</b> <i>Information Technology</i>	
<b>WORKING TITLE:</b> <i>Project Manager</i>	<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>Management Analyst 3</i>		<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b> <i>63212</i>	<b>PCN:</b> <i>Click here to enter text.</i>	<b>REVISION DATE:</b> <i>6/16</i>	
<b>EQUIPMENT USED:</b> <i>telephone calculator printer computer copying machine automobile</i>			
<p><b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b>  <i>Six months experience as a Management Analyst 1 or completion of undergraduate major program core coursework in business administration, management science, or public administration, and 6 months experience in research &amp; analysis and written documentation of findings; or 3 years of experience in research &amp; analysis and written documentation of findings.</i></p> <p><b>PREFERRED:</b>  <i>5+ years of experience managing software development, packaged software implementation, and infrastructure projects. Preferred character traits include: very strong delivery focus, listening skills, oral, written, and assertive communication skills; excellent judgment in ambiguous situations; proven ability to motivate and facilitate collaboration within cross-functional teams; well organized, attentive to details, self-motivated. Preferred experience includes: agile and iterative project methodologies; project scoping, planning, resourcing, control, execution, and reporting; risk management; issue management; resource management; negotiation; cloud-based architecture for web-based solutions. Preferred knowledge includes: familiarity with SharePoint, PMBOK, government operations, child welfare services. PMI certification a plus. Need a valid driver's license and ability to drive when needed.</i></p>			
<p><b>PURPOSE:</b>  <i>The employee shall deliver projects on schedule and within budget, while satisfying the approved scope of work.1) The employee shall be responsible for concurrently managing several projects, including but not limited to identifying sponsors and stakeholders, assembling a project team, defining the scope of work, developing a project plan covering all phases of the project with tasks, dependencies, resources, and timeline, managing the project according to plan and ensuring change control procedures are followed as needed, managing issues to resolution, managing risks and implementing contingencies as needed, overseeing testing and implementation efforts, and communicating status with the various sponsors and stakeholders. 2) The employee shall also help improve the agency's project management procedures, standards, and project performance reporting. 3) The employee shall also help research new technologies, methodologies, and 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.</i></p>			

Management Analyst 2 – Information Technology (Project Manager)

PCN

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**JOB DUTIES:**

75% *Concurrently manage several projects, including but not limited to identifying sponsors and stakeholders, assembling a project team, defining the scope of work, developing a project plan the project with tasks, dependencies, resources, and timeline, managing the project according to plan and ensuring change control procedures are followed as needed, managing issues to resolution, managing risks and implementing contingencies as needed, overseeing testing and implementation efforts, and communicating status with the various sponsors and stakeholders*

10% *Help improve the agency's project management procedures, standards, and project performance reporting.*

10% *Research new technologies, methodologies, and operating models to more quickly and efficiently achieve agency objectives.*

5% *Performs other related duties as assigned.*

List no. of positions and Class Titles of positions supervised  
N/A

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Signature of Agency Representative

\_\_\_\_\_  
Date