

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Business Process Analyst 2</i>	<b>DIVISION:</b> <i>Finance &amp; Administration</i>	<b>DEPARTMENT:</b> <i>Information Technology</i>	
<b>WORKING TITLE:</b> <i>Senior Project Manager</i>	<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>736004 Information Technical Manager 1</i>		<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b> <i>69962</i>	<b>PCN: 736012</b> <b>PAY RANGE:</b>		<b>REVISION DATE:</b> <i>1/20</i>
<b>EQUIPMENT USED:</b> <i>Telephone/conference call equipment computer/monitors calculator printer scanner fax machine copying machine automobile</i>			
<p><b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b></p> <p>Completion of undergraduate core program in computer science, information systems, or business administration; 36 mos. combined work experience in any combination of the following: creating and coordinating technical and business requirements for processes, projects and procedures, working with business users and technical staff to develop strategies and leading modification or creation of new systems for implementation of information technology solutions.</p> <p>-Or completion of associate core program in computer science, information systems, or business administration; 42 mos. combined work experience in any combination of the following: creating and coordinating technical and business requirements for processes, projects and procedures, working with business users and technical staff to develop strategies and leading modification or creation of new systems for implementation of information technology solutions.</p> <p>-Or 60 mos. combined work experience in any combination of the following: creating and coordinating technical and business requirements for processes, projects and procedures, working with business users and technical staff to develop strategies and leading modification or creation of new systems for implementation of information technology solutions.</p> <p>-Or equivalent of minimum class qualifications for employment noted above.</p> <p><b>PREFERRED:</b></p> <p>Two years of enterprise wide project deployment and post-production roles. Two years' experience in software architecture selection and usage or equivalent. Two years of technical troubleshooting and successful completion of one or more enterprise wide root cause analysis. Excellent written communication and presentation skills; strong interpersonal skills. 1 or more courses in application development, infrastructure technologies and administration. Proficient in Word, Excel, PowerPoint, Access and database principles. At minimum two of the following: IIBA, PMP, ITIL, KT, Agile/Scrum, Lean or Six Sigma certification. Demonstrates a deep understanding of the software development life cycle and open systems integration.</p>			
<p><b>PURPOSE:</b></p> <p>Employee serves as an independent senior project manager and IT liaison for the agency. Provides overall innovative guidance and control of projects related to infrastructure and application development. Provides enterprise wide project governance, implementation and deployment, which includes supervising the project related application installation and setup, capacity planning, governance, and presenting at change control including departmental documentation. Develops PMO team level project status reporting, ensures adherence of application security within all projects. Provides guidance for junior PMO staff on project governance, implementation and executing of all projects.</p>			

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.

**JOB DUTIES:**

80% Key duties include but not limited to the following:  
 1. Gathers and analyzes information from stakeholders, business owners, customers and management for implementation of information technology solutions.  
 2. Identifies documents and analyzes business requirements.  
 3. Creates project and Information Technology department documentation related to all process flows and flowcharts to include IT department processes and procedures.  
 4. Analyzes, reviews, and recommends possible solutions to identified business problems through the implementation of technical solutions.  
 5. Performs validation of solutions by analyzing the end product and the requirements specifications.  
 6. Performs as liaison between various stakeholders, managing stakeholder expectations and ensuring successful communications between project team members.  
 7. Develops skills necessary to provide, and assists with, managing risks and changes related to processes, projects and procedures.  
 8. Ensure the comprehensive development of project task plans, leading meetings and other related tasks to gather and coordinate activities for requirements gathering.  
 9. Develops skills and understanding of advanced business modeling, technology solutions, vendor solution evaluations, and recommendations to meet defined business requirements.  
 10. Structuring and implementing the PMO mentorship processes and leading the team to perform peer to peer learning outcomes via conversation, observation or and knowledge transfer documentation.

15% 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 and other department/agency meetings as requested; completes other administrative tasks.

5% Performs other related duties as assigned

***\*Position is in an on-call rotation and subject to call-in during non-working hours (24/7) as necessary.***

***\*Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.***

List no. of positions and Class Titles of positions supervised

n/a

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date