FRANKLIN COUNTY DATA CENTER
Job Posting: Project Manager

ANNUAL SALARY: $66,851--$86,907 **Excellent Benefits Package

SUMMARY

The Project Manager is responsible for initiating, coordinating, and facilitating the completion of a variety of customer support projects. Serves as project manager, customer advocate, and account executive. Assists customers in defining project requirements, coordinates project planning, identifies procedures for implementation, works with advisory groups, and promotes awareness of the Data Center's IT Plan and its implementation. Candidate must successfully complete a 180-day probationary period.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides day-to-day operational management for the project team within the scope of assigned projects.
- Plans, organizes, and coordinates all aspects of assigned projects to implement the Data Center IT Plan and provide IT services in response to customer project requests.
- Ensures that the goals and objectives of assigned projects are accomplished on time and within budget.
- Manages the project planning process including: identifying needed resources, developing a project plan, coordinating with stakeholders to reach agreement on requirements and task assignments, managing and coordinating team activities and executing the project plan.
- Develops and manages all appropriate project management documents, including project plan, resource estimates, project budget, project schedule, team roster and assignments, issue management, risk management, change control, and periodic status reports. Assumes key role in development of project budget and its presentation as necessary.
- Serves as a key liaison between the project team and the customer to provide updates and obtain feedback, ensuring proper and timely communication. Uses leadership and communication skills to help communicate management goals and interacts with the users in the development of business applications.
- Provides regular communication to the organization regarding progress and status of projects.
- Works closely with the users to ensure that the design and development of the new or enhanced applications adequately meet the business requirements.
- Coordinates activities of the project team across functional areas and disciplines to accomplish project goals.
- Coordinates with customers to develop new systems and to ensure existing systems meet their needs.
- Provides leadership and coaching to assigned team members.
- Works closely with business, administrative, and technical staff members to ensure customer needs are met.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

May be required to supervise staff members and provide coaching and guidance to FCDC employees relating to process improvement and governance.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Three to five years of project management experience, preferably in a technical setting.
- Experience working within a Project Management Office (PMO).
- Knowledge and experience of project management best practices, ability to lead concurrent initiatives with demanding deadlines and in a fast-paced environment.
- Ability to have a comprehensive understanding of Franklin County Data Center products and services, general business principles and customer requirements.
- Strong business management skills.
- Report writing and analytical skills.
- Negotiation and conflict resolution skills.
- Possess excellent writing and verbal communication skills.
- Knowledge of policy and procedures development, documentation and evaluation.
- Skill in analyzing and developing effective solutions for organizational problems.
- Strong understanding of technology trends and key business initiatives.
- Demonstrated analytical and problem solving skills.
- Strong collaboration skills and the ability to influence teams to follow directives established. Must work closely with those same teams to ensure they have input with the establishment of those governance principles and best practices.
- Strong analytic and process skills and a proven track record of introducing transformation and change to an organization
- Must be organized and be able to manage at a detailed level in a thoughtful manner across multiple efforts simultaneously.

EDUCATION and/or EXPERIENCE

Bachelor Degree in Business Management, Computer Science, Information Systems or relevant discipline required. Master's degree is preferred. Equivalent experience may be considered in lieu of education requirements at the Director's discretion.

Strong project management skills with proven track record of success in formal management of complex projects desired. Demonstrated ability to manage customer requirements including participation in definition of requirements. Demonstrated ability to handle the required business development tasks and assist in developing and maintaining client relationships. Experience using Microsoft Office series and Microsoft Project software is desired. Broad Information Technology background including understanding of relational database management systems,

and object oriented design with systems analysis and development experience.

CERTIFICATES, LICENSES, REGISTRATIONS

PMP certification is required. Quality program certification (ITIL and Six Sigma) preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee will be frequently be required to use a computer keyboard. The employee is occasionally required to stand, walk, and climb or balance. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of work in this position will be performed in an office environment. The noise level in the work environment is usually moderate.

Employee, in this FLSA Exempt position, may be required to work extra hours including nights, weekends, and holidays as necessary to meet job requirements.

Data Center Benefits Summary:
Medical, Vision, Life, Mental Health, Direct Deposit, Credit Union, Deferred Comp, Retirement, Sick and Vacation Accrual, Tuition Reimbursement
EOE   No Fees