



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Project Manager</u>	NEW: <u>x</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Director of IT</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>04/2018</u>
DEPARTMENT: <u>Information Technology</u>	JOB CODE: <u>101</u>	

SUMMARY:

Coordinates cross-functional, strategic projects while also leading internal projects and process improvement initiatives. Analyzes, gathers, and documents requirements for new projects and project enhancements as well as testing, implementation and rollout of projects.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Initiates, plans, executes and controls projects involving multiple people, offices, departments, stakeholders, and technology components. Aligns project requirements and deliverables with the strategic and tactical goals of the organization. Establishes and nurtures positive relationships with project sponsors, participants, stakeholders and customers. Measures and is accountable for the short- and long-term project results. Ensures proper processes are met and documented. Maintains close relationships with internal departments/offices in order to coordinate ancillary activities. Ensures the implementation of changes or new processes meet the organization’s requirements.

Understands the needs of the stakeholders. Defines project objectives and deliverables to meet those needs. Identifies assumptions and constraints that impact schedule, resources, costs, quality and risk. Defines scope, schedule, budget and quality levels for the project. Identifies, obtains where appropriate, and organizes necessary project resources. Prepares and executes plans for quality, change control, and communications. Prepares and gains approval on an overall Project Plan and Charter. Executes against the Project Plan while controlling and reporting on scope, schedule, quality, costs, resources and risks. Verifies and documents project results. Completes all tasks necessary to close the project, transitioning to an operational state, if necessary.

Develops and performs routine audit processes. Participates in recommendations for improvements of process and administrative issues or inefficiencies that impact the ancillary activities. Implements process changes as needed. Develops and distributes documentation and business policies relating to contract maintenance processes. Develops charters for significant projects.

Problem resolution. Provides options to resolve issues and problems arising from ancillary development or execution processes.

Provides direct support (internal and external) including, but not limited to conference calls, timeline development, meetings, problem resolution, audits, and third-party audits.

Prioritizes projects and day to day workflow for self and other team members as appropriate.

This role requires end-to-end project management accountability, demonstrating responsibility for and ownership of the entire process from beginning to end.

Other duties as assigned.

KNOWLEDGE AND SKILL:

1. Proficient with collaboration tools.
2. Able to communicate effectively with stakeholders
3. Experience with managing project teams comprised of 15 or more resources from multiple groups.
4. Effective written and oral presentation skills and facilitation skills.
5. Ability to communicate with all levels of internal stakeholders, external vendors, and partners.
6. Ability to work effectively as part of a team, but with little formal supervision or guidance.
7. Ability to apply effective change management processes.
8. Experience with managing large and/or complex budgets.
9. Ability to communicate a transparent story to our leaders and partners.
10. Ability to effectively status the project: scope, value, critical path schedule, key issues/risks, changes, dependencies, and financial summary
11. Experience with managing projects in a data and analytics space.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up

to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business, Project Management, Management Information Systems, Computer Science or related area, or the equivalent through a combination of education and work experience.

Experience with software applications such as Access, Excel or other PC based database tools.

Excellent communication and customer service skills, (i.e., presentation and written, listening, phone)

Strong analytical, planning, problem identification and resolution skills required

Effective communication with internal and external individuals in various functional areas and at all levels of management

Ability to plan for and integrate multiple tasks concurrently as well as work independently with minimal direction

Advanced Microsoft Office (Word, Excel, Outlook, PowerPoint, and Access) skills

Experience communicating basic project methodology concepts for managing scope, cost, and schedule

PREFERRED QUALIFICATIONS:

5-8 years relevant experience, including five years project management experience.

Familiarity with formal project management methodologies.

Demonstrated decision-making, analytical and problem-solving abilities.

Track record of establishing priorities and meeting deadlines.

Effective supervisory skills.

PMP Certification.

MBA or equivalent work experience preferred.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.