



Franklin County Clerk of Courts

Maryellen O'Shaughnessy, Clerk

INTERNAL and EXTERNAL POSTING

Job Title: IT Project Manager
Division: IT
Manager: Jason Sankey
Job Posting ID: 01-IT-16
Posting Dates: Monday, February 1, 2016 – Friday, February 12, 2016 11:59 pm
Starting Salary: \$60,000

Responsibilities and Duties:

- 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.
- Ensures that the goals and objectives of assigned projects are accomplished on time and within budget.
- Manages the project planning process and develops and oversees all appropriate project management documents.
- Serves as a key liaison between the project team and the customer to provide updates and obtain feedback, ensuring proper and timely communication.
- Provides regular communication to the organization regarding progress and status of projects.
- Coordinates activities of the project team across functional areas and disciplines to accomplish project goals.

Minimum Qualifications:

- Extensive understanding and working knowledge of project management and implementation methodologies and strong decision making and problem solving skills.
- Ability to work in a team environment and to facilitate customer requirements.
- Demonstrates ability to handle the required project development tasks and assist in developing and maintaining client relationships.
- Proficiency in process mapping, process flows, presentation of complex process into easily understood documents, and with Microsoft Project, Excel, Word, PowerPoint, Visio, Sharepoint, and Outlook.
- Bachelor Degree with three years of experience managing IT projects; or five years related experience and/or training; or equivalent combination of education and experience.
- Project Management Professional (PMP) certification preferred.

To apply please submit a resume and application by E- mail to employeeapps@franklincountyohio.gov or online at <http://clerk.franklincountyohio.gov/employment.cfm>.

Contact: Jamie Belcher

E-mail: jamielbelcher@franklincountyohio.gov

Fax: 614-525-4325

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