

Job Description



Johnson County Government

Department of Human Resources

Job Title: Project Manager

Job Code: 901090

Job Family: Information Technology

Pay Grade: JC.18.18

FLSA: Exempt

EEO: Professional

Department/Agency: Countywide

Position Number(s): Multiple

Recommended Position Title(s): Project Manager, Project Administrator

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Maintains effective communication and good working relationships with employees at all levels of the County and customers outside the department in all key functional areas.
- Oversees information technology projects of various size, scope, and complexity; defines the needs of the project and ensures project objectives and client expectations are met.
- Directs and manages all major project phases; initiation, planning, execution, monitor and control, and project closure; develops and executes project plans including work breakdown structure, milestones, and schedules; assesses and determines project resource needs to include staffing; hiring and terminating contract personnel; monitors budget; participates in all phases of the vended software procurement process; and project plan; reviews interim work product for quality assurance; reviews and approves project deliverables including invoices.
- Directs and is responsible for communicating with project stakeholders; develops and maintains communication plan including; ongoing status reporting, team meetings, vendor correspondence, formal and ad-hoc updates and presentations.

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- Identifies, tracks, and ensures project risks are mitigated and issues resolved; troubleshoots problems; manages change requests.
- Contributes to the development and implementation of standards, practices, and procedures that promote project success and effective use of resources; applies relevant project management principles to project assignments; adapts project lessons learned and continuous process improvements to current and future project assignments.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in Business, Information Technology or related field and four years of technology services, including project management and management experience are required. May require KS/MO driver's license, depending on department or agency.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Master's degree in Business Administration or Public Administration is preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments in a declared emergency situation.