

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### IT PROJECT MANAGER

**Department:** Information Technology  
**Pay Grade:** 111  
**FLSA Status:** Exempt  
**Job Class:** 2015  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for providing managerial project support to the Information Technology Department, which involves project management and coordination, preparing updates and reports, researches data and information, provides input and recommendations on a variety of Information Technology (IT) related projects, initiatives, and administrative functions.

#### ESSENTIAL JOB FUNCTIONS

- Manages projects ranging from highly complex integrated systems to conventional projects related to IT.
- Maintains effective coordination, scheduling, and communication among Department staff, other County Departments, outside agencies, and other stakeholders. Actively participates in such efforts, provides input, coordinates assignments, and prepares notes and updates project reports.
- Coordinates the work of County IT staff including assigning work and monitoring quantity and quality of work produced.
- Reviews contract documents regarding various IT related projects.
- Assists Director and IT Management Teams in administering County projects to include attendance in project development meetings, review of any requests, and monitoring of any schedules and budgets.
- Assists in the planning, budgeting, and preparation of projects.
- Manages and participates in communication and outreach efforts with County departments, County Clerk, and other groups concerning IT projects.
- Coordinates and serves as needed on internal and inter-departmental project teams and committees.
- Prepares progress reports and maintains accurate records.
- May be required to work outside normal business hours, participate in an on-call rotation, have the ability to perform work remotely, respond to emergencies on a 24/7 basis, and carry a mobile phone

- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position occasionally functions as a lead worker for a small group of employees in the absence of a designated lead position. May provide guidance, advice, and assistance to others on work assignments.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's Degree in Business Management or equivalent; and three (3) years' experience in Information Technology; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Must successfully pass a Criminal Justice Information Services (CJIS) background check and maintain a current CJIS Level 4 Security Awareness Certification. These requirements exist at the time of hire and as a condition of continued employment

May be required to acquire and maintain professional certification(s) related to the technology and applications used by the organization.

Project Management Professional (PMP) or comparable project management certification preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedure, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to manage highly complex, integrated systems that may impact all County departments and cross agencies.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.

- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods as essential tasks.
- Knowledge of County processes and procedures.
- Skills in organization and task prioritization.
- Strong computer skills, including proficient use of word processing and spreadsheet, presentation.
- Ability to effectively plan, manage, coordinate, and sustain projects.
- Ability to prioritize tasks and meet multiple project timelines.
- Ability to communicate tactfully and effectively with associates, subordinates, public officials, representatives of other agencies, and members of the general public.
- Ability to read and interpret legal descriptions, statements of work, and budgetary documents.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns.

#### **PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee is regularly required to walk, talk, see and hear. The employee is occasionally required to stand and frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms. Some movements of the hands, arms and wrists may involve repetitive motion. Specific vision abilities required by this include close vision, distance vision, color vision, depth perception and ability to adjust focus.

#### **WORK ENVIRONMENT**

Work is performed primarily in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, and vibration; and will frequently be exposed to moving mechanical parts and risk of electrical shock.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E.*** Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.

Updated: 8/2022