

ESCCO – COUNCIL OF GOVERNMENTS

JOB DESCRIPTION

PROJECT MANAGER

Minimum Qualifications:

- Bachelor's degree with two years of experience managing high level projects from design through implementation
- Working knowledge of:
 - Industry standard program methodologies to direct and manage project development and implementation
 - Project management
 - Life cycle methodologies
 - Public policy management
 - FERPA
- Communicates professionally and effectively, in written and oral forms, with internal teams and external partners and/or customers
- Strong organizational and planning skills
- Able to prioritize project components in order to deliver project results in a timely fashion
- Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, Goggle Docs, Naviance, etc.)
- Able to budget, coordinate and monitor project resources in order to deliver projects according to plan
- Able to establish effective working relationships with other team members
- Maintains accurate and complete work records
- Strong problem-solving skills
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: Director of College and Career Success

Job Objectives:

To manage all assigned and supervised tasks required in order to deliver identified completed projects for internal staff and external partners and/or customers in a timely order

Responsibilities and Essential Functions:

“The following duties are representative of performance expectations: however, the list below is not ranked in order of importance.”

- Manages projects in order to deliver them within scope, budget and with high levels of quality throughout the project lifecycle.
- Engages with project individuals and teams to ensure projects are functioning to achieve the approved and expected outcomes outlined in the project
- Participates as a part of the project team
- Serves as a liaison to project stakeholders.
- Identifies and organizes project team in collaboration with stakeholders
- Schedules and manages project team meetings
- Assigns activities to project team members
- Establishes due dates, cost and quality expectations
- Monitors team member performance and activity completion
- Reviews and facilitates creation of high-level deliverables
- Confirms accuracy of deliverables with stakeholders
- Identifies the need for any resources from outside the ESCCO
- Reviews project progress for completeness
- Oversees the creation of required documents
- Identifies project quality metrics and expected outcomes
- Oversees the completion of project reporting and dissemination
- Identifies best practices from peer institutions and communities of interest that support the overall project
- Prepares and presents status reports to all levels of management
- Meets with stakeholders as needed
- Analyzes, controls and monitors project expenses through the life of a project
- Works with teams to facilitate the creation of current process maps to then identify improvements with the scope of projects
- Works with team members to ensure the creation and filing of accurate “end of project”
process maps
- Inspects deliverables to confirm they meet the project requirements
- Presents deliverables to internal staff and external partners and/or customers
- Identifies project issues that require resolutions and creates an issues list
- Develops options for decision makers
- Monitors the decision-making process and makes changes in project planning documents as needed
- Performs other specific job-related duties as assigned by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.