

## **Project Manager (1868-12)**

### **Deadline to Apply:**

April 22, 2019

### **Work Location:**

Hamilton County Job and Family Services  
222 East Central Parkway  
Cincinnati, OH 45202

### **Work Hours:**

80 Hours Bi-Weekly

### **Starting Salary:**

\$24.58 an hour

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: [Inventory of Criminal Offenses Ruling Out Consideration for Hire](#). Convictions from this list may disqualify a candidate for employment with HCJFS.

### **Requirements (Education, Experience, Licensure, Certification):**

- Bachelor's degree in public administration, business administration or another field of study related to project/program management.
- Two (2) or more years of experience related to project management.

### **Job Duties (Summary):**

- **Project Management:** Working under the general direction of the Quality Assurance Project Leader, designs, implements and manages initiatives, projects, and programs of high visibility or importance. Facilitates project goals, tasks, and resource requirements. Represents the agency at meetings and interacts with key stakeholders.
- **Communication:** Regularly prepares and provides research and status updates for presentations, memos, briefings, and talking points for project stakeholders. Drafts correspondence, documents, written reports and presentations in connection to the above responsibilities. Enhances cooperation between project components to promote collaboration between internal and external stakeholders. Ensures open lines of communication. Resolves conflicts between project components or functional areas. Coordinate with Communications Director to handle broad-based, often complex, communication for internal and/or external audiences
- **Compliance and Data Analysis:** Assists in assessing the effectiveness of ongoing project performance, producing project-related reports and research, recommending procedures on behalf of the agency, etc. Analyzes, develops and implements policies and procedures to collect, compile and report program data to effectively evaluate delivery of services and ensure transparency to the public. Consults regularly on issues affecting the department as it relates to service delivery for the program area. Defines and uses measurable program outcomes to initiate program improvements that ensure compliance with OAC and accordance with the needs of the agency, the HCJFS customer and the program responsible for the timely and accurate delivery of services.
- Plans, coordinates and implements agency events, functions, and meetings. Provides the necessary support to complete all critical tasks that require coordination in a timely and efficient manner.