

JFS Project Manager (2208-12)

Deadline to Apply: March 16, 2020

Work Location:

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

Work Hours: 80 Hours Bi-Weekly

Starting Salary: \$51,126.00

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment](#)." 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.
- or equivalent.

PREFERRED QUALIFICATIONS:

- Master's Degree in Business Administration, Public Administration, Public Policy, Communications or a related field.
- Project Management Professional Certification.
- Full competence in all Microsoft Office programs, especially Word, Excel, PowerPoint and Outlook; also in research by Internet.
- Excellent written and verbal communication, strong organizational skills and superior time management.
- Professional maturity to work independently, while also engaging with all levels of staff.
- Ability to prepare and present accurate, timely reporting .

Dynamic, adaptable and flexible; Ability and comfort working with diverse populations in various environments

Job Duties (Summary):

- Working under the general direction of the Assistant Director, designs, implements and manages agency-wide initiatives, projects, programs and communications of high visibility or importance. Prepares and provides research and internal/external communications support for presentations, memos, briefings, and talking points for members of the executive staff. Drafts correspondence, documents, written reports and presentations in connection to the above responsibilities. Assists in the creation and implementation of communication plans and serves as a "traffic" coordinator for ongoing projects within the agency's communications function. Represents the agency at meetings and interacts with key stakeholders.

- 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 assistant director necessary support to complete all critical tasks that require coordination in a timely and efficient manner.
- Performs other related duties as assigned.
- Attends necessary training as required.