

Seneca County Job & Family Services

Position Description

An Equal Opportunity Employer

Employee Name: Vacant
PCN: 11004.0
Unit: Administration
Report to: Director
Normal Hours: Flexible
EEO Status:

Position Title: Project Manager
Class Title: Project Manager
Employment Status: Full-time
FLSA Status Pay: Exempt
Civil Service Status: Classified
DOT:

General Description

Plans, develops and implements agency projects and policies and represents the agency in a liaison capacity.

Education

Associate Degree with major course work in journalism, marketing, communications, business, public administration, or related field.

Experience

- Three to four years work experience in promoting positive image of an organization, responding to inquiries or complaints on behalf of the employer, distributing organizational messages internally and/or externally, conducting informational meetings, or related activities
- Six months or one course in public speaking, speech or oral communication, editing, English composition and grammar or
- Equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities

Equipment Operated

- Computer
- Scanner
- Fax
- Telephone
- Copier
- Calculator
- Vehicles (must have valid Ohio driver's license)

Inherently Hazardous or Physically Demanding Working Conditions

None

Essential Functions

- Knowledge and experience in all major agency programs
- Plans, develops, coordinates and monitors progress of special projects and displays
- Works in functional areas such as budgeting, quality control, purchasing, procurement, advertising, marketing, research, safety and health, public relations, government relations, regulatory compliance
- Creates and presents informational programs to promote available service delivery
- Coordinates and ensures outreach activities and plans
- Ensures effective communication of information
- Assists with emergency response situations
- Maintains working relationship with other county departments
- Represents, promotes and supports the agency to the community
- Works cooperatively with community groups
- Represents the agency on assigned community and state work groups
- Assists HR as needed
- Assists staff in completion of tasks
- Attends conferences, workshops and trainings to obtain or maintain knowledge of current regulations

- Reviews and edits materials submitted
- Ensures compliance with local, state, federal rules/laws
- Keeps Supervisor updated on current trends, issues and progress, including meetings as assigned
- Coordinates agency speakers, trainings and meetings
- Reviews, interprets and recommends policy for various programs
- Performs work that affects business operations to a substantial degree
- Prepares various reports
- Regular and predictable attendance

Other Duties and Responsibilities

Performs other related duties as assigned.

Characteristics

Knowledge of:

- Communication
- Multi-media techniques
- Human/public relations
- English grammar
- Policy and procedures
-

Skills in:

- Organization
- Oral and written communication
- Operating audio-visual equipment
- Public speaking
- Typing/Word processing

Ability to:

- Resolve a wide range of problems
- Answer routine questions
- Assign work to others
- Use proper research methods
- Gather data
- Prepare and deliver speeches before audiences and general public
- Write and/or edit publications
- Work independently
- Maintain confidentiality
- Maintain accurate records
- Maintain effective working relationship with supervisor and co-workers

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

Signature of Appointing Authority

Date

Signature of Employee

Date

