

CCC ASSISTANT CHIEF PROJECT OFFICER

Job Code	Pay Grade
19237	150

Nature of Work

This is highly responsible administrative and supervisory work managing projects and assisting with the leadership for the Clerk of the Circuit Court (CCC). Work involves direction of staff engaged in the performance of complex technical activities. An employee at this level will manage the coordination of project activities to meet the needs of the business units. Incumbent will assist with business process review, organization of resources and will perform a wide range of project tasks. The incumbent coordinates and monitors assignments and projects from initiation through delivery. The incumbent works closely with various internal and external organizations, vendors, and executive management to ensure successful completion of assigned tasks. Work is performed under the general direction of the CCC Chief Project Officer or designee.

Minimum Qualification Requirements

- 6 years of technical and professional level experience in the assigned subject matter area of responsibility that includes 1 year of supervision or supervisory training; or
- Bachelor's degree in project management, business, finance, public administration, planning, information technology, or a related field and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Certification in assigned subject matter area of responsibility and/or project management.
- Assignment to work at various work locations.

Illustrative Tasks (These are only examples and are not all inclusive)

- Plans, assigns, and reviews the work of subordinate staff engaged in the performance of complex technical work.
- Participates in the administration of Personnel Rules and Regulations including performance reviews and standards and internal policies and procedures.
- Oversees the completion of project milestones and related tasks and assessments of departmental impacts.
- Coaches and counsels staff and provides regular feedback.
- Manages and directs the work of project teams in the daily operation of office-wide initiatives.
- Plans and assesses assigned operations and related performance necessary to achieve project goals.
- Researches and gathers required data to evaluate objectives, goals, and scope of projects and specifications requirements.
- Coordinates and manages assignments and projects; including the planning and operational phases that may include design, development, testing, implementation, production, and normal operations.
- Estimates time frames, identifies sources and quantity of resources required to successfully implement assignments, projects and activities.

CCC ASSISTANT PROJECT OFFICER (continued)

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Illustrative Tasks (continued)

- Oversees projects and communicates to upper management.
- Ensures project progress on schedule and addresses any delays resolving problems in a timely manner.
- Monitors progress on projects to ensure requirements are met and reports to senior management.
- Manages implementation teams and affected departments to develop an efficient change management plans for new projects, including business process assessment, training requirements, and appropriate forms of communication.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the various elements of project management.
- Knowledge in Microsoft applications (Word, Excel, Project, PowerPoint, Visio).
- Knowledge of general management practices and principles.
- Knowledge of principles and procedures of project management.
- Skill in interpersonal relationships, communications, team building, facilitation, networking and negotiations.
- Skill in project organization.
- Ability to perform a variety of duties in short time with attention to detail.
- Ability to articulate an appropriate course of action based on reading standard project documentation.
- Ability to develop and document a work plan and estimate effort required to complete the work.
- Ability to assist with planning, coordinating, monitoring, and facilitating administrative issues associated with various projects including status updates and scheduling of project activities.
- Ability to apply computer applications and software.
- Ability to plan, organize, direct, and supervise the work of technical staff in a manner conducive to full performance and high morale.
- Ability to maintain a high degree of professionalism in communications with internal and external customers.
- Ability to promote and maintain effective departmental and public working relationships.
- Ability to present oral and written comments and recommendations clearly and concisely.

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Created	EEOC Code	Overtime Code
4/13	Officials & Managers	Exempt