

POSITION DESCRIPTION

JOB TITLE: Project Manager 1
PN: 20019701 **JOB CODE:** 63381

AGENCY/DEPT ID
AGE921000

DEPARTMENT DESCRIPTION
Legislative and Public Affairs

AGENCY-SPECIFIC INFORMATION

REASON FOR CHANGE Update			COUNTY OF EMPLOYMENT Franklin	
USUAL WORKING TITLE OF POSITION Assistant Chief		POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR 20019676 Dep Dir (Chief Comms Officer)		
APPOINTMENT TYPE Permanent	CLASSIFIED INDICATOR Unclassified	OVERTIME STATUS Overtime Exempt	FILLED/VACANT VACANT	BARGAINING UNIT 22
This row is to identify position specific variables for certain classifications				
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 08:00 AM TO: 05:00 PM				
JOB DESCRIPTION				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
70	Manages assigned Legislative & Public Affairs projects (e.g., public education/awareness campaigns, social media post content and schedule, annual reports, requests for comment, internal and external websites, newsletters, agency branding) with or without sub-projects, directs delivery to agency employees for operation/use, focuses on monitoring and modification of delivery to agency employees, drafts press releases; supports agency director & other agency staff in stakeholder outreach; directs or facilitates development of outreach tools (e.g., reports, talking points, PowerPoint presentations, white papers); engages with creative concept team to align goals and projects; serves as agency representative for project in public forums and makes project presentations to educate/train agency employees; directs work of employees to meet quality and on-time delivery requirements; addresses production challenges and communicates to appropriate leadership; sets performance goals and deadlines in line with agency's vision; completes annual performance evaluations; reviews timekeeping and time off requests for approval; assesses work performance and identifies areas that need improvement; serves as back-up to Division Chief and represents Chief at meetings.		KNOWLEDGE: (K046) Management; (K052) Supervision; (K054) Public Relations; (K058*) Agency Policies & Procedures; (K076*) Public Health; (K078) Journalism. SKILL: (S048) Webpage Design; (S056) Windows/MS Office Products. ABILITY: (A101) Verbal: PROOFREAD TECHNICAL MATERIALS, RECOGNIZE ERRORS & MAKE CORRECTIONS; (A103) Verbal: prepare & deliver speeches before specialized audiences & general public; (A104) Verbal: originate &/or edit articles for publication; (A120) Interpersonal: establish friendly atmosphere as supervisor of work unit; (A143) Be collaborative and build productive relationships.	
20	Defines communication project requirements, quality standards and timelines; defines specific activities to be performed to produce Legislative & Public Affairs project deliverables; addresses any problems; provides regular progress reports; determines and allocates resources and assists in budget planning; interviews stakeholders to determine needs and expectations and maintains regular contact with stakeholders to obtain feedback; oversees activities conducted within each Legislative & Public Affairs subproject.		KNOWLEDGE: K052. SKILL: (S055) Critical Thinking. ABILITY: (A073) Reasoning: deal with many variables & determine specific action (e.g., research, production); (A077) Numerical: add, subtract, multiply & divide whole numbers; (A100) Verbal: prepare meaningful, concise & accurate reports; (A115) Clerical: gather, collate & classify information about data, people or things; (A119) Interpersonal: ANSWER ROUTINE TELEPHONE INQUIRIES FROM	

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		PUBLIC; A120.
10	The Employer retains the right to change or assign other duties to this position, including but not limited to serves on the Emergency Communication Committee and assists in the development of the agency's Crisis Communications Plan; forecasts news cycles and identifies areas of trending public interest; attends meetings, conferences, seminars and training sessions to keep abreast of changes in Legislative & Public Affairs policies, rules, procedures, and trends.	KNOWLEDGE: (K089) Risk Management. ABILITY: A119; (A130) Provide effective customer service; (A135) Seek continuous educational opportunities; (A136) Take initiative & implement innovative ideas; (A137) Be accountable for one's actions or inactions; (A140) Embrace diversity, equity, and inclusion.
		(*) Developed after employment
	Professional Skills: Creativity Verbal communication Written communication Leading Others Critical Thinking Technical Skills: Communications Management Public Relations Social Media Management Copywriting	Class competencies: Organizing, Planning, and Prioritizing Work; Communicating with Supervisors, Peers, and Staff; Coordinating the Work Activities of Others
	This Position is Unclassified per Section 124.11(A)(9) ORC.	
POSITION NUMBERS/JOB TITLES OF POSITIONS DIRECTLY SUPERVISED 20019736 Program Administrator 2		APPOINTING AUTHORITY URSEL MCELROY t.m.s
		APPROVAL DATE 9/24/2025