



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Assistant Chief - Program Management	Job Code:	700170	Job Grade:	PM
Reports To:	Chief Information Officer	Pos. No:	New	FLSA Code:	E
Department:	Information Technology Services	Loc. Code:	2010001	SIC Code:	9311
				WC Code:	8810
Division:	Program Management	CS Code:	B	EEO Code:	B01

Summary of Functions: Manages and oversees information technology based projects; and develops, recommends, implements and oversees directives and project deliveries for information technology initiatives.

Management Scope: Manages all exempt and nonexempt staff in the Program Management Division.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Develops program recommendations and policies/procedures to support and enhance County-wide goals and objectives, to include strategic planning and benchmarking, tracking and reviewing standards, and change management.	35	E
2. Develops and oversees project work plans and schedules; determines and allocates resources; identifies and resolves issues.	25	E
3. Develops and tracks metrics to assure deployment of labor and resources for optimized services.	15	E
4. Hires, trains and supervises program management staff; monitors compliance; and provides technical advice and assistance to staff, management and departments.	10	E
5. Performs budget analysis and supports prioritization and rationing of resources to ensure that the comprehensive work plans support the budget. Facilitates relationships with other departments to govern operations, maintenance and costs.	10	E
6. Performs other duties as assigned.	05	E

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Computer Science, Information Technology, or in a job related field of study. Seven (7) years of management related experience in information technology based project management.

Special Requirements/Knowledge, Skills & Abilities:

Requires detailed knowledge of information technology project methodologies, software development lifecycle in a relational database and development environment, enterprise architecture, and technology

operations. Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must possess a valid Texas Driver's License, with a good driving record.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

KH: FII3 400 pts, PS: F4 (50%) 200 pts, AC: F2P 304 pts, TTL: 904 pts, KH/PS/AC: 44-22-34 Profile: +3

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 3/2006

Approved by Civil Service Commission on

Date 03/20/06

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.