



**CITY OF CLEVELAND**

Mayor Frank G. Jackson

# **JOB ANNOUNCEMENT**

## **Project Manager II**

**Position Overview:** A Project Manager II candidate reporting to the Division of Information Technology & Services in accordance will be responsible for ensuring the creation and maintenance of a reliable and accurate electronic system. To further ensure the collection and tracking of all documents related to uses of force and allegations of misconduct and related materials. Ensure the creation and maintenance of all related public safety operational systems.

### **Duties:**

- Responsible for evaluating and recommending new automation technologies.
- For those technologies selected for implementation, has the primary responsibility for managing and coordinating the installation, testing, and documentation of the new system, then subsequently turn-over to departments and/or managers for daily operations.
- Has supervisory and budgetary responsibilities.
- Maintains up-to-date knowledge of general technology trends affecting City of Cleveland automation.
- Identifies and evaluates new technology relevant to City of Cleveland automation objectives.
- Coordinates technology implementation with various operating departments within the City of Cleveland.
- Formulates plans and overall strategy for the City of Cleveland technology functions.
- Maintains current knowledge and communication with internal City of Cleveland customers and external vendors.
- Performs other job-related duties as required.
- Follows all operations and safety policies and safe work practices.
- Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam).
- Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

### **Additional Duties:**

- Develop and coordinate training on the use of all public safety operational systems
- Ensure the creation and maintenance of a reliable and accurate electronic system to track data on all vehicle stops, investigatory stops, and searches.
- Ensure the creation and maintenance of a reliable and accurate electronic system to track all data derived from force-related documents.
- Ensure the collection and tracking of all documents related to uses of force and allegations of misconduct and related materials.
- Ensure the creation and maintenance of all related public safety operational systems.

## **Qualifications:**

- A High School Diploma or GED is required.
- An Associate's Degree in Computer Science, Business Administration, or related field from an accredited college or university is required.
- Four years of full time paid experience in the area of project management is required. (Substitution: Certification in project management may be substituted for degree. Two years of experience may substitute for each year of college education lacking.)
- Must be computer proficient and familiar with the Internet. Must be knowledgeable in Microsoft Office (Word, Excel, PowerPoint, Access).
- Knowledge of Microsoft Project is desirable.
- Must be able to lift and carry a minimum of thirty (30) pounds. A valid State of Ohio Driver's License is required.

*All interested applicants should email a cover letter and resume to [itsjobs@city.cleveland.oh.us](mailto:itsjobs@city.cleveland.oh.us) or mail to Gwendolyn Hockett, Supervisor of Administrative Services, Department of Finance, Division of Information Technology and Services, 205 West St. Clair Avenue, 4<sup>th</sup> Floor, Cleveland, OH 44113 or fax to 216-664-3789.*

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