



Internal Projects and Services Manager

Salary Band 5

FLSA: Exempt

Reports to: Director of Management Services

Staff Supervisory Responsibility: up to 5 employees

We Value

Trustworthiness
Openness
The Highest Ethics
Efficient Stewardship
Knowledge
Collaboration
Service
People

General Service Areas/Conditions: Work is performed both indoors and outdoors where uncomfortable conditions exist. Must occasionally lift and/or move up to 25 pounds. Some nights and weekends could be required as needed.

Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.

Performs with excellence, the following tasks, including but not limited to:

- Researches and plans internal support projects and services with County Departments, Constitutional Offices, affiliated agencies, end users, contractors, etc. within broad policy and organizational guidelines.
- Performs required analyses, reports, presentations and budgets for key internal projects; maintains project planning data.
- Oversees implementation of essential management services platforms and programs as well as needed upgrades, maintenance, contracts and team training.
- Coordinates financial system and other platform integration with internal IT services and external system providers (i.e. ADP, HR/timekeeping platforms, fuel management systems, mail systems, phone systems, security access systems, etc.).
- Assists with budget analytics, preparation and presentations as needed
- Oversees planning and budgeting, procurement, writing RFPs and other requests for services.
- Supervises support staff, as needed, and conducts required performance reviews of employees.
- Orchestrates training on the use of various platforms, software and websites.
- Cross trains with other Management Services team members to ensure continuity of operations.
- Attends and participates in professional group meetings, stays abreast of trends and technology, and informs staff, administrators, and department managers on these trends.
- Demonstrates continuous effort to improve operations, streamline work processes, and work environments.
- Extends excellent customer service to internal and external clients.
- Serves on internal committees as directed.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in related work (finance, project management, etc.)
- Additional education and/or training may be substituted where applicable.
- Requires completion of National Incident Management System IS-700 and IS-100 within 90 days of employment.
- Requires completion of National Incident Management System IS-200 within 120 days of employment and ICS-300 within one year of employment (based on availability of scheduled classes).
- Desirable: Three years supervisory experience

Core Skill Sets:

- General understanding and ability to utilize the County's adopted software platform, including Microsoft Office Suite products and system software run on the County's AS 400 computer system.
- Excellent communication and documentation skills; warm customer service rapport with internal and external clients.
- Detail oriented, but flexible to change.
- Ability to set and meet deadlines.

