

KANSAS JUDICIAL BRANCH
Position Description

Instructions: Complete employee name, district and county, department, and position number. Make statements, brief, and complete. Form must be signed by the appointing authority.

Distribution: 1-Employee, 1-Supervisor, 1-Office of Judicial Administration – original

PART I.

Employee Name: _____
 Job Title: Project Manager
 District/County: _____
 Department: _____
 Position Number: _____

PART II. The position supervisor or other designee of the appointing authority shall complete the remaining sections of the description.

SECTION A. POSITION PURPOSE:

SECTION B. DUTIES:

Instructions: Place the letters *n/a* in the column next to the duties which are not part of the employee's job responsibilities.

Not Applicable	Duties
	Supervisor Duties
_____	Evaluating employees
_____	Disciplining employees
_____	Scheduling and tracking staff leave
_____	Ensuring staff coverage
_____	Allocating employee work assignments
_____	Monitoring staff's work product
_____	Handling complaints
_____	Facilitating, coaching, and supporting staff
_____	Providing regular feedback to staff
	Work Processes and Results Duties
_____	Applying policies and procedures
_____	Applying rules and laws
_____	Developing policies, procedures, and programs
_____	Planning and overseeing the implementation of objectives
_____	Identifying issues and offering solutions
_____	Advising management of impact of changes to policies, procedures, etc.
_____	Producing work products which meet deadlines
_____	Assisting coworkers as needed
_____	Recruiting and hiring staff
_____	Training employees
_____	Conducting meetings as necessary
_____	Serving on committees as required
_____	Providing courteous service to coworkers and public
_____	Acting on feedback from others to achieve desired outcomes

Not
Applicable

Duties

Communications Duties

- _____ Communicating effectively in writing
- _____ Communicating effectively in verbal form
- _____ Appropriately sharing information internally and externally
- _____ Serving as a liaison to the executive and legislative branches and agencies
- _____ Serving as an information resource to public and staff

Program Management Duties

- _____ Testing programs and assisting with analysis of test results to detect problems
- _____ Providing continued daily support of existing and new systems for the district courts
- _____ Serving as team lead for the implementation and support of integrated software system
- _____ Coordinating equipment installs with vendors and courts and ensuring they received install instructions prior to install dates
- _____ Ensuring courts and vendors understand their responsibilities prior to implementation
- _____ Verifying equipment was installed in courts as scheduled
- _____ Coordinating implementation and training schedules based on resources, support, and geographic locations
- _____ Ensuring courts understand responsibilities of onsite training and implementation
- _____ Gathering details from courts on operations and training needs to develop district-specific materials and training
- _____ Working closely with district trainers to ensure each trainer understands the implementation process prior to onsite training
- _____ Training court employees to become implementors and trainers for courts within their districts
- _____ Resolving implementation problems to avoid their repetition
- _____ Continuously improving documents, processes, and software integration support processes
- _____ Supervising the collection, analysis, reporting, and maintenance of the Kansas Judicial Branch caseload statistical data

SECTION C. SUPERVISORY DUTIES:

List the name, class titles, and position number of all persons who are supervised directly by employee on this position.

Name	Class Title	Position Number
-------------	--------------------	------------------------

SECTION D. CERTIFICATION:

I certify that this is an accurate nonfraudulent statement of the major duties and responsibilities of this position and its organizational relationships, and that this position is necessary to carry out the government functions for which I am responsible. This position description supersedes any prior worksheets or position descriptions. (This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment of employees and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.) (K.S.A. 20-162)

Employee Signature

Date

Rater Signature

Date

Appointing Authority Signature

Date