

Technology Project Manager
New Hanover County Schools

Job Description

Class: Classified
Dept: Technology

TITLE: Technology Project Manager

- QUALIFICATIONS:**
1. Bachelor's degree in Information Systems, Computer Science or a related field is preferred.
 2. Project Management Professional (PMP) certification is required or able to personally obtain PMP certification within 12-18 months of hire.
 3. Minimum of 3 years of proven project management experience managing technically complex, cross-organizational, multi-stakeholder projects from initiating to closing.
 4. Experience and certifications in the information and communications technology field such as the Registered Communications Distribution Designer (RCDD) and/or the Registered Telecommunications Project Manager (RTPM) are a plus.
 5. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Director of Technology

JOB GOAL: To plan, coordinate, direct, review and manage information technology improvement projects of the Technology Department and to assist in the current and long range planning of technology solutions for the New Hanover County School System.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Work with contractors, vendors, and subject matter experts to define scope, create accurate and inclusive estimates, develop budgets and project plans and produce high quality Statements of Work and other planning documentation needed for projects and/or funding approval.

3. Direct project activities, conduct reviews/inspections, manage risk mitigation, issues, and change control processes, process approval for project invoices/payment(s) and communicate status to all stakeholders as needed based upon the communications plan for each project.
4. Review designs and plans of technology/construction projects such as major facility renovations and new school construction; coordinate activities, and inspect projects for compliance with plans and specifications.
5. Direct, coordinate and oversee work during warranty period on Technology construction projects.
6. Manage and track project budgets, forecasts and schedule to achieve target scope, schedule and cost.
7. Maintain compliance with federal, state and local laws, rules, codes and regulations related to information technology.
8. Attend training sessions, seminars and conferences as needed to maintain required certifications and/or enhance skills that may be required for the successful performance of this position.
9. Performs other related duties and responsibilities as requested by the Director of Technology.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: 12 month work year/At-Will/FLSA Exempt

Starting Salary and/or Grade: Grade 78

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board of Education and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing with school personnel, professional architectural and engineering firms, contractors, vendors and other community persons and officials.
- Demonstrated technical project management experience in directly managing multiple projects simultaneously.
- Provide project teams with expertise, direction, motivation and encouragement.
- Direct and/or manage a mix of internal and outsourced/vendor, local and remote resources for project delivery.

- Demonstrated knowledge of project management techniques, methodologies and best practices.
- Demonstrate strong knowledge of the Microsoft Office Professional software suite including project scheduling and spreadsheets.
- Ability to read, interpret, enforce and manage technology contract documents and architectural and engineering building designs.
- Knowledge of pertinent federal, state and local laws, codes and regulations related to technology services and data management in a public education environment.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.