

JOB DESCRIPTION
San Diego County Office of Education

Project Manager - Integrated Technology Services

Purpose Statement

The job of Project Manager - Integrated Technology Services is done for the purpose/s of managing all phases of the project life cycle from beginning to end, including risk, issue and change management; interacting with staff and management to assist in the creation of project business cases, and the gathering and documentation of functional business requirements; assisting and coordinating the development, support and on-going function of the the Project Management Office.

Essential Functions

- Builds project methodology for the purpose of implementing and updating as needed to account for improvements and best practices.
- Collaborates with others for the purpose of implementing and maintaining services and/or programs.
- Communicates ongoing status reports to all involved parties for the purpose of documenting activities and issues, providing general information, and implementation progress.
- Coordinates all aspects of assigned projects from initiations through follow-up analysis (e.g. project plan preparation, establishment of project team, implementation management, communications, reports for management, resources, resource allocation, funds, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Develops the communications plan and structure for a project for the purpose of ensuring project information flow is comprehensive, timely and informative.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Manages appropriate project risk, issue and change management procedures and processes for the purpose of ensuring compliance with established guidelines.
- Monitors the project budget (e.g. allocations, track expenditures, adjust schedule of expenditures, etc.) for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Negotiates for resources, funds and time with upper management and executives for the purpose of minimizing project delays, communicating project needs and maintaining awareness at the executive level.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Presents information to management and team members for the purpose of promoting program, and providing information on the value gained through the use of consistent project management processes.
- Schedules and leads project meetings on a daily, weekly and monthly frequency for the purpose of providing general information, identifying issues, developing recommendations, training others, and implementing actions.

- Serves as a resource to less experienced project managers/leaders for the purpose of advising them on the identification and documentation of current practices and mentoring them on the completion of the project life cycle.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; problem-solving and organizational skills; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: standard business practices; community resources; district policies and procedures; and post project analysis.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; working with constant interruptions; meeting deadlines and schedules.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency Any combination equivalent to a bachelor's degree in computer science, information systems, business administration or related field or extensive technical training, and five (5) years of experience in project management, control and monitoring. Certified Associate in Project Management (CAPM) and/or experience an education organization

is/are desired. Additional project management/leadership experience and/or Project management Professional Certification (PMP)/CAPM may be substituted for education.

Required Testing

Certificates

Project Management Professional Certification (PMP) or Certified Associate in Project Management (CAPM)

Continuing Educ./Training

Clearances

FLSA State: Exempt

Salary Range: Classified Management, Grade 44

Personnel Commission Approved: October 19, 2016