

Senior Director, Enterprise Project Management Office (EPMO)

Purpose Statement

Under administrative direction, the Senior Director, Enterprise Project Management Office (EPMO), directs, plans, and maintains a project management program that provides structure, process, and support to technology projects, including technology acquisition, development, integration, and process re-engineering, and may provide project management expertise and consultation to high-value, non-technology projects.

Essential Functions

- Defines, maintains, and implements enterprise project management methodology, including processes, rules of engagement, tools, metrics, and policies, to ensure optimal drive productivity, quality and business success.
- Develops, tracks, and maintains project/study development timelines (integrated project timelines), project deliverables and milestones; including understanding and communicating inter-dependencies and critical path activities.
- Facilitates and leads team discussions on project/study strategies, short-term and long-term project planning, opportunities for expediting timelines, identification of resource constraints, and proactively identify complex project issues and risks, and assure appropriate escalation.
- Collaborates closely with the Assistant Superintendent, ITS, in ongoing enhancements and development of team processes, structures, and project reporting tools.
- Creates a program and project delivery plan that aligns with customer needs and SDCOE goals.
- Manages the overall Enterprise Project Management Office project portfolio.
- Ensures integration of projects and adjusts project scope, timing, and budgets as needed, based on the needs of the business.
- Drives cross-functional planning and effective execution through the development and monitoring of fully integrated, cross-functional, project specific timelines and budgets.
- Leads the coordination of project activities and resources across the organization in a manner that maximizes efficiency and minimizes conflicts.
- Directs the creation and support of central project status, documentation, and archive facilities.
- Hires, manages and coaches direct reports to drive optimal performance, including balancing program scope, schedule, and quality across team.
- Supports and develops the Enterprise Project Management Office through assessing staffing and skill requirements, establishing professional development plans, setting goals and expectations with team members, mentoring, and giving feedback on performance.
- Develops or tracks the development of project plans and execution, ensuring stakeholder buy-in and regulatory and legal compliance.
- Ensure the business achieves its business outcomes, managing change effectively, understanding the value of the projects and ensuring the appropriate level of transparency via KPI reporting and other communications.
- Manages meetings and facilitates discussions using meeting management best practices to drive

project strategy, scenario planning, cross-functional communication, timely and effective decision-making, and successful execution of program objectives; develops agendas and summarize key meeting discussions and decisions (meeting minutes).

- Works closely with and builds strong working relationships with cross-functional team members to develop a collaborative team environment.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Enterprise Project Management Office.

Job Requirements: Minimum Qualifications

Knowledge and Abilities:

KNOWLEDGE of:

Project management, principles and practices for planning, scheduling, resource allocation, monitoring and evaluating;

Project metrics;

Trends analysis;

Project accounting, quality control and validation;

Communication management;

Project management software;

Database and operating systems;

Internet technologies;

Contract and vendor negotiation;

Laws and regulations pertaining to managing a diverse workforce.

ABILITY to:

Customer service focus with an emphasis in problem solving and resolution;

Drive decision-making within a multi-disciplinary, matrixed team;

Work independently with minimal oversight;

Effectively balance the strategic needs of the program with tactical day-to-day activities;

Establish and maintain effective working relationships in cross-functional teams that include both technical and non-technical members;

Grasp essential elements of a problem and their relationships to draw conclusions;

Analyze complex activities and information to help guide decision-making that meets the overall objectives and long-range plans of projects and the organization;

Maintain confidentiality as required;

Work with multiple projects, frequent interruptions, and changing work priorities;

Compile and verify data, and prepare reports as needed;

Show poise and control in difficult situations and work well under pressure;

Model reasoning and principle in handling ethical dilemmas;

Write technical materials, and/or speak persuasively to implement desired actions;

Work skillfully with politics and across organizational boundaries;

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, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Five (5) years of experience in managing complex, enterprise-wide projects, including all aspects of project planning and execution, in an information technology or educational technology environment, including successful experience with creating and managing accurate integrated project plans/timelines, direct customer commercial management and cross-functional team leadership, and in the use of project software (Microsoft Project, Microsoft SharePoint, PowerPoint and Excel, etc.).

Education: A bachelor's degree in information technology, engineering, management, or a field related to the knowledge and abilities requirements of this classification from an institution of higher learning accredited by a regional accrediting organization. Master’s degree preferred.

Equivalency: A combination of education and experience equivalent to a bachelor's degree in information technology, engineering, management, or a field related to the knowledge and abilities requirements of this classification from an institution of higher learning accredited by a regional accrediting organization, and five (5) years of experience in managing complex, enterprise-wide projects, including all aspects of project planning and execution, in an information technology or educational technology environment, including successful experience with creating and managing accurate integrated project plans/timelines, direct customer commercial management and cross-functional team leadership, and in the use of project software (Microsoft Project, Microsoft SharePoint, PowerPoint and Excel, etc.).

Required Testing

N/A

Certificates

Valid CA Driver’s License
Project Management Professional (PMP)
certification preferred

Continuing Education/Training

As needed to maintain required certifications

Clearances

Criminal Justice Fingerprint/Background Clearance
Drug Test
Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 053

Personnel Commission Approved: October 16, 2019