

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Senior Project Manager, Integrated Technology Services**

**Purpose Statement**

Under administrative direction, Senior Project Manager, Integrated Technology Services (ITS) is done for the purpose/s of managing and overseeing 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. This position will supervise technical and management staff.

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**Essential Functions**

- Responsible in monitoring project portfolio activities to meet project goals and objectives for the division.
- Designs and implements metrics to measure impact, effectiveness, appropriateness, and utility of projects. Measure and report on the effectiveness (dashboards, monthly/quarterly reports, etc.).
- Conducts continuous feedback and socialization efforts with Managers and additional stakeholders, creating a continuous improvement loop.
- Develops 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.
- Manages and 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.
- Oversees, 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.
- Performs personnel functions (e.g. interviewing, recommending for hire, evaluating, supervising, scheduling, assigning tasks, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

### **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;

Preparing and maintaining accurate records.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions;

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;

Post project analysis.

Strategic thinking in organizations broad visions and concepts to develop structured plans, actions and measurable metrics to execute plans and deliverables.

ABILITY is required to schedule activities and/or meetings;

Establish team culture and self-manages in a fast paced and dynamic environment;

Demonstrates and use good judgment in line of work;

Gather, collate, and/or classify data;

Use deductive and inductive reasoning;

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;

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;  
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;  
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:** Five (5) years of experience in project management, control and monitoring. Certified Associate in Project Management (CAPM) and/or experience an education organization is desired. Additional project management/leadership experience and/or Project management Professional Certification (PMP)/CAPM may be substituted for education. Two (2) years of experience supervising and evaluating the work of technical staff are required.

**Education:** Bachelor's degree in computer science, information systems, business administration or related field.

**Equivalency:** A combination of education and experience equivalent to a bachelor's degree in computer science, information systems, business administration or related field, 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. Two (2) years of experience supervising and evaluating the work of technical staff are required.

### **Required Testing**

N/A

### **Certificate**

Valid California Driver's License

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

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background  
Clearance

Drug Test

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 047

**Personnel Commission Approved: October 2016**

Revised: 10/19