# Job Description

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| **POSITION TITLE:** | **Program Manager I, Project Management Services**     **#6203** <br> **CodeStack** <br> **Office of the Superintendent** |
| **SALARY PLACEMENT:** | **Management Salary Schedule** <br> **Range 8** |

**SUMMARY OF POSITION:**

Under the general direction of the CodeStack management, perform system management and student information systems data integration management (including, but not limited to: gathering requirements, analysis of scope and analysis, development of roadmaps, timelines, and milestones, system testing, and creation of system documentation), and maintaining customer relationships.

**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree with a concentration in computer-related technology; or equivalent experience in project management, system quality assurance and data integration.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Experience working in any functional and/or systems requirements, technical and/or client services fields, with at least three years of experience in an educational setting. Experience with student and/or data information systems used in California Educational Agencies. Experience with various software products used for analysis, data integration and reporting. Experience working with large relational databases designed for both transaction processing and complex reporting.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- system design and management, including, but not limited to requirements gathering, scope analysis, cost analysis, developing milestones, timelines, system documentation, testing, implementation, training, and support among others
- management of a System Development Life Cycle (SDLC), customer service, system support, student data management systems, system testing and quality assurance, system training, and public education.
- Microsoft Visual Studio Team Services (VSTS)

Ability to:

- operate a computer
- work independently as well as a team member
- develop test plans, test cases on multiple projects of varying sizes
- perform testing on various systems
- validate the user expectations are achieved during the testing process
- review user requirements and documents to ensure that the requirements are within the scope of work and is feasible
- carry out tasks necessary to capture and manage changing and emerging requirements for various educational systems and state longitudinal data systems

Possess:
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties
- a strong and demonstrable commitment to customer satisfaction

**DISTINGUISHING CHARACTERISTICS:**
The Program Manager series represents advanced management positions and has three levels.

**ESSENTIAL FUNCTIONS:**
Essential functions may include, but are not limited to:
1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Analyze existing data or proposed web-based projects to determine their feasibility.
14. Design web-based systems; detailing procedures to be followed by users; revises and creates departmental forms for data processing applications or manual procedures; prepares system and data flow diagrams; translates problem statements into programming definitions.
15. Develop milestones, timelines and assign tasks.
16. Conduct thorough testing of proposed project components/functions.
17. Oversee the data integration process for districts.
18. Attend staff meetings and other meetings as required by the Director.
19. Document all phases of the analysis, design, programming, implementation, and maintenance of web-based projects.
20. Train other staff members as necessary.
21. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**
Employees in this position must have the ability to:
1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.

**WORK ENVIRONMENT:**
Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents**,** SJCOE and school district staff, outside agency staff, and the public.

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