



SJCOE
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Job Description

POSITION TITLE:	Coordinator I, Senior Project Manager CodeStack Office of the Superintendent	#6265
SALARY PLACEMENT:	Management Salary Schedule Range 11	

SUMMARY OF POSITION:

Under the general direction of the CodeStack Director III - Support Services, the Senior Project Manager is responsible for overseeing a project portfolio. The duties include setting deadlines, providing feedback, and communicating with the stakeholders about the status of the projects. Create and maintain professional development strategy for team members, perform project management duties (including but not limited to gathering requirements, analysis of scope, development of roadmaps, timelines, and milestones, quality assurance, and creation of system documentation, specify deliverables for contracts, manage resources, manage risks), maintain customer relationships, event management planning, coordination, and vendor relations. Delegate tasks to Project Managers, setting clear standards that will be used to integrate into a completed project. The Senior Project Manager is also responsible for building a cohesive team across projects. Will serve as the representative for CodeStack for meetings for various California Agencies. The position is responsible for providing management of operations, maintenance, reporting, data analysis, best practices, and events. The position is also responsible for managing Project Managers and Support Staff. Ability to utilize independent judgment and problems solving skills in relation to assigned areas of responsibility.

MINIMUM QUALIFICATIONS- EDUCATION AND/OR TRAINING:

Possess a Bachelor of Arts/Science Degree or comparable combination of experience, education, and training in information technology or project management may be considered.

DESIRABLE QUALIFICATIONS- EDUCATION, TRAINING, AND/OR EXPERIENCE:

Six years of experience working in any functional and/or systems requirements, technical and/or client services fields, with at least four years of experience in educational setting. Experience with student information systems used in state educational agencies. Experience with various software products used for analysis, data integration and reporting. Experience in strategic planning; contract negotiations and vendor relations. Six years of varied and progressively responsible experience involving project or event management and customer support for statewide projects or events.

KNOWLEDGE, SKILLS, AND/OR ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection

Ability to:

- supervise, lead, and evaluate staff
- delegate and hold accountable those responsible for carrying out the policies and procedures
- operate a computer
- be flexible based on program needs

- create and follow policies and procedures
- interpret and explain technical concepts to non-technical customers and staff
- manage data for various state agencies
- oversee and manage budgets

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- 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

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

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, staff development, committees, trainings, workshops, and/or conferences 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 or proposed web-based projects to determine their feasibility; may prepare cost estimates for these proposed projects and/or scope analysis reports.
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 to project/system team.
16. Manage Project Management Staff.
17. Manage support staff (Quality Assurance, Help Desk and Clerical).
18. Conduct thorough testing of proposed project components/functions and develop test cases.
19. Document all phases of the analysis, design, programming, implementation, and maintenance of web-based projects.
20. Assist in the research of new web-based products and services.
21. Review work of the staff assigned to the project: trains other staff members as required.
22. Manage resources for different projects.
23. Establish standards for change and requirement management communication and engagement with program stakeholders including various California agencies with a focus in Education.
24. Monitor system performance benchmark.
25. Perform other related duties as assigned.
26. Analyze contracts and proposals.
27. Write Scope of Work documents.
28. Manage a project portfolio.

PHYSICAL REQUIREMENT:

Employees in this position must be able 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 visual 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 25 pounds to waist height.

WORK ENVIRONMENT:

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

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