Job Description

Prepared/Revised Date: January 2025

Job Title:	**IT Portfolio Manager**	Job Code:	**090607**
Job Family:	**Information Technology**	FLSA Status:	**Ex-P**
Pay Program:	**Administrative**	Pay Range:	**L14**
Work Year:	**12 months**		

SUMMARY: The IT Portfolio Manager is critical in project prioritization, optimizing resource use, managing risks, and ensuring that the overall project portfolio contributes to the District's strategic objectives. They manage complex projects and programs from planning through delivery, mentor staff and guide process conformity, manage bond budgets, scope, cost, schedule, internal and external staffing, procure vendors and establish contractual deliverables. The IT Portfolio Manager is responsible for developing detailed strategic plans to deliver programs and projects that may span multiple years. They typically report to a Director or Chief Information Technology Officer and prepare detailed reports and presentations for senior leadership, the Board of Education, and the community and also define, implement, and measure project delivery standards across the organization, ensuring projects are delivered using current best practices and technology. The IT Portfolio Manager possesses a strong and broad knowledge of technology as it applies to systems, infrastructure, and education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Portfolio Management: Oversee multiple projects within a program/portfolio. Monitor district and departmental strategies and priorities. Prioritize projects within the scope of the PMO.	W	50%
2. Staff Supervision: Directly manage, evaluate, and hire project team members.	W	25%
3. Strategy/Planning: Develop comprehensive project plans outlining tasks, timelines, and resource requirements. Coordinate with stakeholders to define project scope, objectives, processes, and deliverables. Lead project kick-off meetings and provide clear communication of project goals and expectations.	D	10%
4. Monitor/Control: Ensure work is executed and aligned with project requirements and district standards. Communicate and manage risks or changes affecting project schedule, budget, and/or deliverables.	W	5%
5. Stakeholder management and communication: Identify and manage all necessary stakeholders for project success. Ensure communication is sent out in an effective and timely manner.	W	5%
6. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's Degree in business administration, communication or related area. Four (4) additional years of similar or relevant experience may be substituted for this requirement.
- Minimum of ten (10)+ years of project management
- PMP Certification
- ITIL Certification
- ScrumMaster
- Change Management (Prosci)

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license and qualified to drive district owned vehicles.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Good oral and written communication, interpersonal skills, situational negotiation and conflict management skills.
- Knowledge of commercial construction and facilities management preferred.
- Basic ability to read and understand architectural designs and plans.
- Ability to work after-hours, during evenings and weekends (not graveyard shift).
- Ability to effectively manage project budgets, schedules and correspondence.

- Ability to work effectively in team situations.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability and willingness to work independently in flexible environments with short timeline requirements.
- Ability and willingness to be approachable, accessible, responsible and follow-through on projects.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of Google Suite (preferred) or MS Office (Word, Excel, PowerPoint, Access)
- Advanced knowledge of and experience with personal computers and peripherals.
- Operating knowledge of department-specific software and equipment for project management required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director, Strategic Technology Initiatives	3042

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	