NATOMAS UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

Position: IT Project Manager	FLSA: Non-exempt
Department: Information Technology	Salary Grade: 20
Reports to: Assistant Superintendent	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY

The IT Project Manager coordinates and organizes IT projects; assists in providing leadership, consultation, and technical assistance to the District and staff in the utilization and implementation of technology; researches and plans in preparation of cost-effective and equitable acquisition and implementation of technology in the District by monitoring all technology purchases; assists in the coordination and development of short and long term technology plans for teacher, staff, student and classroom technology; assists with the instructional design of technology standards in the classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee IT operations, work orders and ensure they are completed in a timely manner.
- Review district technology projects performed by the Technology Department.
- Develop and provide education tech training opportunities to teachers and staff to use in the classroom; oversee the implementation and coordination of technology staff development and training.
- Assist in the development and makes recommendations of short- and long-range plans for the integration of technology into the instructional program.
- Develop project scope, personnel requirements, work plans, time schedules, communication plans, and work assignments to meet project or program objectives.
- Assist in establishing and then monitoring technology priorities, objectives, and procedures determining area objectives, targets of service, and resource needs allocation.
- Create and provide reporting, data, and metrics for projects and day-to-day break-fix work orders.
- Coordinate work activities by scheduling work priorities, and under the direction of an Assistant Superintendent, guides and oversees routine work of assigned employees in the development of new information technology systems and enhancements to existing systems.
- Assist with the evaluation of software and hardware being considered for adoption to ensure compatibility with district systems.
- Provide information, make recommendations and assist in developing budget requests regarding software and hardware needed to adequately serve office and classroom needs.
- Attend and participate in staff meetings, workshops, conferences, and classes as required.
- Identify IT training opportunities and ensure that training is obtained when necessary.
- Assist with resolving low-level issues on behalf of assigned administrator.
- Perform other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Duties and responsibilities of the NUSD IT Specialists, Engineers
- Apple, Windows, and Google products
- Device management applications
- Critical thinking and problem solving skills
- Time management, organizational and prioritization skills
- District and school policies and procedures
- Principles and standard operational procedures
- Knowledge and understanding of the RFPs and bidding processes
- Facilitating problem-solving processes
- Proper English usage, grammar, spelling, and punctuation to prepare professional correspondence
- Human relations skills to work productively and cooperatively with diverse groups within and outside the District
- Interpersonal skills using tact, patience, and courtesy

Ability to:

- Work with administration, principals, teachers and staff regarding technology and the effective use of technology
- Lead technology projects such as hardware refresh planning and execution which could include thousands of student, teacher and staff computers over a short period of time
- Lead large projects such as coordinating instructional professional development with School Leadership
- Manage multiple priorities with frequent interruptions
- Promote and follow District policies, school site and department procedures
- Independently perform all of the duties of the position
- Respond quickly to unscheduled situations
- Interpret, explain and apply knowledge of District and site organization, operations, programs, functions, special terminology used in the organization
- Prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases
- Plan, organize and prioritize work in order to meet schedules and timelines
- Communicate using patience and courtesy, and in a manner that reflects positively on the District
- Make presentations as needed

PHYSICAL ABILITIES

This position requires:

- Sufficient hand/eye coordination and manual dexterity to keyboard at an appropriate rate
- Sufficient visual acuity to recognize words, letters and numbers
- Sufficient speaking and auditory ability to carry on conversations in person and over the phone
- Lifting up to 50 lbs
- Normal physical strength and endurance for standing, sitting, bending, stooping or walking

EDUCATION AND EXPERIENCE

- Any combination equivalent to a Bachelor's Degree; 7 years of increasingly responsible experience in information systems, computer science or a related field
- Experience with Apple, Windows, and Google products and the management of them
- Technical certifications (Comp TIA, A++, Cisco, etc.) preferred
- Project Management Certification preferred

LICENSES AND CERTIFICATES

- Possession of a valid California driver's license and proof of insurance is preferred

Board Approved: August 18, 2021
Range Updated: July 1, 2025 per CBA