

JOB DESCRIPTION

— PATERSON — BOARD OF EDUCATION

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4569 IT Project Manager
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JOB TITLE: Information Technology (IT) Project Manager

SUPERVISES: N/A

REPORTS TO: Director of Network Services

Nature and Scope of Job:

The IT project manager will plan, initiate, and manage information technology (IT) projects and report directly to the Director of Network Services. Leads and guides the work of technical staff to work efficiently. Serves as liaison between vendors in all technical aspects of projects. Plans project stages and assess technical implications for each stage. Monitors progress to ensure deadlines, standards, and cost targets are met. Will also be the liaison between Network and Telecommunications providers, and will support our department's network and telecommunications infrastructure.

Responsibilities:

The IT project manager shall:

1. Confer with project personnel to identify and resolve problems.
2. Negotiate with project participants or suppliers to obtain resources or materials.
3. Establish and execute a project communication plan.
4. Coordinate recruitment or selection of project personnel.
5. Document all estimates, project statuses, and project completion paperwork by collecting, analyzing, and summarizing information and trends.
6. Initiate, review, or approve modifications to project plans.
7. Schedule and facilitate meetings related to information technology projects.
8. Identify the need for initial or supplemental project resources.
9. Develop and manage annual budgets for information technology projects.
10. Manage project execution to ensure adherence to budget, schedule, and scope.
11. Monitor or track project milestones and deliverables.
12. Identify, review, or select vendors or consultants to meet project needs.
13. Direct or coordinate activities of project personnel by assigning duties, responsibilities, and spans of authority to project personnel.
14. Develop and manage work breakdown structure (WBS) of information technology projects.

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15. Perform risk assessments to develop response strategies.
16. Submit project deliverables, ensuring adherence to quality standards.
17. Monitor the performance of project team members, providing and documenting performance feedback.
18. Assess current or future customer needs and priorities through communicating directly with customers, conducting surveys, or other methods.
19. Develop implementation plans that include analyses such as cost-benefit or return on investment (ROI).
20. Develop or update project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing.
21. Work with technical team to brainstorm new test ideas for technical projects.
22. Contributes to team effort by accomplishing related tasks as needed.
23. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
24. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
25. Participate in appropriate in-service and workshop programs and attend any required meetings.
26. Use computers and/or electronic equipment to fulfill job functions.
27. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion when sharing any such information within legal confines.
28. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
29. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

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Qualifications and requirements:

The IT Project Manager shall:

1. Hold a Bachelor's Degree in Computer Science, Information Technology or 10 years of experience in related field.
2. Certification in project management preferred such as CompTIA Project + or PMI.
3. Computer proficiency in programs such as SharePoint and the Microsoft Office Suite.
4. Familiarity with IT standards such as ISO 21500:2012 - Guidance on project management; PMBOK – Project Management Body of Knowledge Guide.
5. Strong communication skills, both verbal and written.
6. Hold and maintain a valid driver's license with no serious violations.
7. Have excellent integrity and demonstrate good moral character and initiative.
9. 5+ years' supervisory experience in a Technology Department.
10. Must have 5-10 years' experience with Networking Infrastructure and Telecommunications projects.
11. Decision-making and leadership skills.
12. Able to communicate technical concepts to both technical and non-technical audiences.
13. Must be able to work and communicate with a wide range of staff and management personnel.
14. Must be willing to work beyond standard work hours when deemed necessary.
15. Must be able to take leadership responsibilities when needed.
16. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
17. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
18. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
19. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:34A.4.
20. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

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Employment Terms:

The IT Project Manager shall be employed under the following terms:

- Work year of twelve months.
- Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
- Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

Verification of Competency:

- District application and resume.
- Required documentation outlined in the qualifications above.
- A minimum of three letters of reference from former employers, teachers, or other professional sources.
- Employment interview.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Be required to stand; walk; use hands to manipulate fingers, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl.
4. Have specific vision abilities required by this job include color vision, close, vision, depth perception and ability to adjust focus.
5. Be able to lift and/or move (to various locations) up to ten (10) pounds, frequently lift and/or move up to thirty-five (35) pounds and occasionally lift and/or move up to 70 pounds. This would include computers and/or peripherals, ladders (6' — 12'), spools of cable, and equipment cabinets, to the third floor via stairs in any particular building.

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1. Speak and hear.
2. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
3. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
4. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

Evaluation:

The Director of Network Services or designee shall evaluate the IT Project Manager in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Approved



Date

3/23/18