



Job Description

POSITION TITLE:	Coordinator IV, Project Management Services CodeStack Professional Learning and Support	JD#6265
SALARY PLACEMENT:	Management Salary Schedule Range 11	

SUMMARY OF POSITION:

Under the general direction of the CodeStack Division Director and Director III – Portfolio Management and Delivery Services, the Coordinator IV is responsible for overseeing a project portfolio, establishing consistent portfolio management practices, fostering collaboration across cross-functional teams, and ensuring alignment between portfolio initiatives, operational services and organizational strategic priorities and serve as the CodeStack representative in meetings with various California agencies, stakeholders, and partner organizations. Responsibilities also include leading and supervising Project Managers and support staff. The position requires the ability to exercise independent judgement, strategic decision-making, and advanced problem-solving skills in managing complex portfolio responsibilities and organizational initiatives.

The duties include evaluating and prioritizing portfolio initiatives, balancing organizational capacity, strategic options, resource allocation, risk, and operational impact across multiple concurrent projects and programs.

Provide feedback and communication with stakeholders across projects, programs, operational services, and strategic initiatives. Create and maintain a professional development strategy for project management staff and oversee portfolio management functions, including portfolio intake, strategic alignment, prioritization, resource allocation, risk assessment, roadmap development, quality assurance standards, and performance monitoring across multiple concurrent projects and programs.

Establish portfolio frameworks, operational standards, and documentation practices to ensure consistency, scalability, and successful delivery of organizational initiatives. Manage vendor relationships, contract deliverables, customer engagement, and large-scale event coordination in support of portfolio objectives. Provide leadership and direction to Project Managers by establishing governance standards, delivery expectations, and accountability measures that support integrated portfolio outcomes and organizational strategic goals.

MINIMUM QUALIFICATIONS- EDUCATION AND/OR TRAINING:

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

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

Possess a Master's Degree or higher with a concentration in computer-related technology. Possess a broad understanding of technology from programming and databases to project management. Possess a Project Management Professional Certificate issued by the Project Management Institute.

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. Evaluate, prioritize, and oversee existing or proposed web-based projects to determine their feasibility; may prepare cost estimates for these proposed projects and/or scope analysis reports.
14. Develop and oversee portfolio roadmaps, milestones, timelines, priorities, and resource assignments across multiple projects.
15. Lead and manage support services staff including Project Management, Quality Assurance, Help Desk, and customer support.
16. Oversee and ensure documentation standards for all phases of portfolio initiatives including analysis, design, development, implementation, maintenance, and change management.
17. Review, evaluate, mentor, and provide direction to assigned staff, coordinate training, professional development, workload balancing, and performance expectations.
18. Oversee organizational resource allocation, capacity planning, prioritization, and workload management across multiple concurrent projects.
19. Establish standards and communication frameworks for portfolio intake, change management, stakeholder engagement risk management, and organizational collaboration including coordination with various California agencies with a focus in Education.
20. Analyze contracts, proposals, and service deliverables.

21. Develop, review, and manage Scope of Work documents, Requests for Proposal (RFP's), implementation plans, and contractual requirements.
22. Manage and oversee a portfolio of projects, programs, operational services, and strategic initiatives to ensure alignment with organizational priorities, resource capacity, and long-term strategic goals.
23. Facilitate cross-functional collaboration and manage interdependencies between projects, operational services, and organizational initiatives to support effective portfolio outcomes.
24. Develop, monitor, and adhere to portfolio schedules, priorities, timelines, deliverables, and organizational objectives across multiple concurrent projects and programs.
25. Perform other duties as assigned.

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.

7/13/2026 final sc