

DIRECTOR, ENTERPRISE PROJECT MANAGEMENT OFFICE

DEFINITION

Directs and oversees the identification, prioritization, and management of large-scale and complex organizational-wide projects to ensure that they align strategically with District goals and initiatives.

TYPICAL DUTIES

Directs and oversees the development and implementation of large-scale management projects including the establishment and maintenance of the framework and methodology.

Provides strategic direction to District leadership to ensure projects are in alignment with District goals and initiatives.

Assesses organizational-wide project budgets against deliverables, scope, schedule, and performance criteria.

Advises and confers with executive management regarding project implementation schedules and issues that may impact project deliverables.

Evaluates and enhances project management workflows to maximize efficiencies.

Directs staff and administers the budget, controls expenditures, and allocates resources of the Enterprise Project Management Office.

Makes presentations to the Board of Education, special committees, and District representatives.

Performs related duties as assigned.

SUPERVISION

The Director, Enterprise Project Management Office may report to the Superintendent of Schools or designee. Supervision is exercised over classifications such as Project Management Administrator and Program and Policy Development Specialist.

CLASS QUALIFICATIONS

Knowledge of:

District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts, and educational programs

Project management methodologies and best practices, including the development of budgets, time lines, and allocation of staff

Administrative practices and procedures within the District

Procurement procedures and practices

Collaborative problem-solving methods

Educational theory and practice for K-12 programs

Research techniques, including business statistical analysis and graphic presentation of data

Principles and practices of merit system provisions, organizational development, and supervision

Principles of organization, personnel management, and progressive disciplinary procedures

Ability to:

- Manage large-scale projects
- Manage and resolve conflicts and promote cooperation
- Review and evaluate project deliverables and the effectiveness plans and programs
- Estimate project requirements and organize resources to meet established deadlines and goals
- Delegate and monitor a variety of tasks through subordinate staff
- Make, support, and explain recommendations and decisions
- Manage, develop, and evaluate the performance of staff
- Prepare and manage budgets
- Communicate effectively both orally and in writing
- Prepare clear and concise reports

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in public policy, business or public administration, social science, or a related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Five years of organizational-wide strategic project management experience at the executive or management level for a large agency. Experience in a California K -12 school district is preferable.

Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
05-02-19
RGK/PJO