

IT PROJECTS MANAGER

DEFINITION

Plans and implements projects by establishing clear objectives and goals for a project team; monitoring project progress; and resolving issues that may impede project progress.

TYPICAL DUTIES

Analyzes, plans, implements, and manages project tasks pertaining to District/Information Technology Division (ITD) projects.

Provides administrative direction to team projects pertaining to Information Technology (IT) within ITD.

Coordinates IT project activities with District/ITD personnel, administrators, community representatives, and other involved participants.

Coordinates, plans, schedules, and manages lower-level technical and clerical IT staff in the completion of project activities.

Gathers and analyzes data to prepare project budgets and to develop appropriate fiscal controls.

Supervises and participates in the development of procedures for the collection of data, data entry and development of management reports related to District/Information Technology (IT) approved projects, utilizing computerized reporting systems.

Reviews and evaluates time management plans and project progress and determines the action necessary to resolve problems.

Prepares project plans and reports regarding project progress, issues, and problems as needed.

Prepares and updates standard project management documentation such as project charters, staffing plans, training plans, and risk plans.

Follows-up on all project inquiries as needed.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The IT Projects Manager is responsible for managing the activities concerning the analysis, planning, implementation, and evaluation of specialized projects within ITD; and serves as a liaison between IT personnel and District administrators/staff in the interpretation of procedural requirements for projects.

A Senior IT Infrastructure Project Manager directs activities concerning the design, planning, installation, coordination, program funding compliance, and support of low-voltage or telecommunication system projects throughout the District and supervises IT Infrastructure Project Managers.

A Senior Technical Project Manager directs major activities involved in planning, development, and implementation of a major software application system and may supervise and coordinate efforts of Technical Project Managers.

SUPERVISION

An IT Projects Manager receives general direction from an ITD branch director deputy branch director, Senior IT Infrastructure Project Manager, or Senior Technical Project Manager. Supervision is exercised over lower-level technical and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of project management, organization, management, and supervision
- District standards and legal provisions pertinent to projects, including project management, budgeting and finance
- Principles of budgetary planning and control
- Computer technology that provides analysis of data by using spreadsheets and database management systems
- Project management software
- Basic District personnel rules, regulations, practices, and policies
- Pertinent sections of District collective bargaining agreements

Ability to:

- Allocate workload, staff and resources appropriately based on business necessity
- Analyze, organize, define and redefine project purpose and goals
- Communicate effectively with all levels of personnel
- Plan, coordinate, and provide leadership in complex activities involving many participants
- Collect, classify, analyze, interpret, and explain statistical and budgetary data
- Resolve conflicts, promote cooperation, and motivate team members
- Prepare clear, concise reports and make recommendations
- Make effective oral presentations
- Use language to facilitate ease of understanding in the preparation or various contract work orders
- Analyze and interpret technical material accurately and effectively in written and oral communications

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, with a bachelor's degree in business administration, computer science, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met. A PMP or CAPM certification is preferable.

Experience:

Three years of recent supervisory, or professional-level staff experience in coordinating, scheduling, and implementing IT related projects.

Special:

- A valid California Driver License.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of the position at any time.

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