

TECHNICAL PROJECT MANAGER	1190
SENIOR TECHNICAL PROJECT MANAGER	1202

DEFINITION

Responsible for project management tasks related to planning, development, testing, and implementation of new software applications projects and/or enhancements to existing applications.

TYPICAL DUTIES

Develops and recommends technical solutions.
Develops, manages, and communicates thorough, detailed project plans to ensure that tasks are completed on time, within budget, and meet or exceed specifications.
Identifies system and human resource requirements and works with other departments to ensure availability of required resources.
Prepares project budgets, regular project status reports, and communicates to project stakeholders.
Provide expert knowledge in software implementation services evaluation and selection.
Evaluates the business effects of applications software.
Manage and monitor activities of software, hardware, and service vendors.
Coordinate Information Technology project start-up activities, including initiating project infrastructure, project team logistics and facilities, and required start-up hardware procurement and installation.
Develop and implement a change management plan including cost controls.
Manage project staff, including consultants, on a day-to-day basis.
Coordinate training activities for the project team.
Review and evaluate project deliverables, including contractor performance.
Advise Information Technology management on recommendations made by the contractor concerning system architecture and implementation strategies and plans.
Coordinate project activities with other units within the District such as Human Resources, Financial, and Business Divisions.
Oversees the development of training for customers of the new systems.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Technical Project Manager directs some of the activities involved in planning, development, and implementation of a major software applications system or directs all activities for a small software applications project.

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

An ERP Project Director directs and oversees all activities of assigned staff and consultants during the implementation of a major new software applications system.

A Systems and Programming Manager is responsible for supervising and coordinating multiple units of systems and programming staff and reviews system analysis, design, and programming activities in a broad area of EDP applications.

A Senior Programmer Analyst, working independently or as a project leader, applies advanced technical proficiency in systems design and programming to the analysis of unusually complex management information problems and requirements and the design of improved information systems.

SUPERVISION

A Senior Technical Project Manager receives general direction from a higher-level administrator, and provides technical supervision over Technical Project Managers, lower-level technical personnel, and consultants. A Technical Project Manager receives general direction from a higher-level administrator, and provides technical supervision over lower-level technical personnel and consultants.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization, management, and supervision
- Risk management on Information Technology projects
- Budgetary planning, management, and cost controls
- Personnel practices and policies
- Principles of training, employee evaluation, and employee relations
- Project management methodology
- Application development
- Project change controls
- Cost benefit analysis, requirements gathering, and structured coding
- Software test development/testing, software documentation, release/configuration control
- Supporting software and hardware products
- Various higher-level programming languages
- Distributed processing techniques

Ability to:

- Plan, coordinate, and provide leadership in complex activities involving many participants
- Review and evaluate detailed project management plans and project progress
- Recommend actions necessary to resolve impediments to delivering the projects on schedule
- Analyze, interpret, and explain project budgets
- Prepare clear, concise reports and make recommendations
- Conduct meetings and make effective oral presentations
- Resolve conflicts and promote cooperation
- Develop and implement change management plans
- Coordinate training activities for the project team
- Review and evaluate project deliverables
- Manage and evaluate contractor performance
- Implement quality assurance efforts for software
- Analyze and interpret technical materials accurately and effectively in written and oral communications
- Stay abreast of current trends and technical advancements
- Be proficient with Microsoft Project, Word, Excel; and familiar with Outlook, Access, and Power Point or similar office productivity tools
- Analyze problems in Computer Operations, Program Logic, and Communication.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in engineering, business, public administration, computer technology, or a related field. Additional qualifying experience beyond that required may be substituted on a year-for-year basis for up to two years of the educational requirement.

Experience:

Technical Project Manager: Three years of experience in professional project management involving the delivery of new software application systems and/or major enhancements for existing systems for budget, general ledger, food services, payroll, personnel, purchasing, or student information systems. Must include experience managing a cross-functional project, working with multiple information technology, and business or student data functional areas to develop and execute project plans.

Senior Technical Project Manager: Five years of experience in professional project management involving the delivery of new software application systems and/or major enhancements for existing systems for budget, general ledger, food services, payroll, personnel, purchasing, or student information systems. Must include experience managing a cross-functional project, working with multiple information technology, and business or student data functional areas to develop and execute project plans. One year of the above experience must be for a major organization of at least 4,000 employees.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTE:

Management classifications.

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/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.

Revised
08-11-14
SJ

Reviewed
10-29-20
PJO