

PROGRAM AND PROJECT CONTROLS MANAGER

DEFINITION

A Program and Project Controls Manager assists the Director of Program and Project Controls in developing and implementing program-level workflows, procedures, and guidelines related to school construction bond program budgets, scheduling, and program management functions.

TYPICAL DUTIES

Develops and recommends organizational policies and procedures related to program and project financial management.

Authorizes, manages, allocates, and maintains all bond program funds.

Forecasts staffing needs, construction costs and evaluates and determines appropriate funding sources.

Prepares, analyzes, and implements project design and construction schedules to ensure conformance with authorized scope, cost, and schedule requirements.

Evaluates contract change orders and amendments for impact on schedule.

Oversees construction and Program Management contracts.

Implements, analyzes, and reports on Division, program, and project budgets, forecasts, accounting activities, and metrics.

Implements and manages systematic operations related to program and project management and control.

Reviews construction schedules and aligns financial distributions to meet construction timelines.

Oversees project and program scheduling standards and resources, including oversight and direct management of centralized and decentralized scheduling resources.

Ensures scope of projects are aligned with bond language in order to assign appropriate funding sources.

Assists in the production of the annual publication of the Divisions Strategic Execution Plan.

Establishes records and the preparation of required reports in order to ensure compliance with law, governmental regulations, and District policies.

Reviews and makes recommendations on legislation, organizational policies and procedures that affect the Program and Project Controls unit.

May serve as subject matter expert for technology projects as they relate to bond-funded employees, project cost forecasting tools and business process automation.

May provide updates on scope, schedule, and budgets across various program and projects to the Board, Local District Superintendents, District Management, and the public.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Program and Project Controls Manager assists in the overall administration of department functions and activities, acts for the Director of Program and Project Controls in case of absence, and supervises and coordinates the work of financial personnel.

The Director of Program and Project Controls ensures that the Facilities Services Division's school construction bond program provides effective cost reporting and scheduling support services to departments managing bond funds so that successful integration of project controls and systems occur.

SUPERVISION

General direction is received from the Director of Program and Project Controls. General supervision is exercised over management, technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- Facilities programs and activities within the Los Angeles Unified School District and laws and regulations and the complexities of construction projects and programs
- Legal bases and sources of finance of California school building programs
- Principles and practices of accounting and/or financial planning
- Basic principles of contract law, public purchasing, research, cost analysis and accounting
- Public sector planning, funding, operations and construction activities
- Principles and practices in project planning and management
- Principles of supervision, management and employee training and development
- Data aggregation and Project management software applications (i.e., Primavera)
- Principles of public relations

Ability to:

- Plan, organize and coordinate a variety of facilities programs for maximum efficiency and cost effectiveness
- Work effectively and diplomatically and maintain good relations with a wide variety of individuals and groups
- Make and review decisions objectively
- Prepare and present comprehensive reports and recommendations
- Analyze highly complex data and develop logical solutions to problems
- Communicate effectively both orally and in writing

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university preferably with a degree in architecture, engineering, facilities planning, construction management, or finance/accounting. Courses in business administration, public relations, accounting, school finance, personnel management and communications are preferable.

Experience:

Five years of professional-level analytical or management experience managing program budgets, finances, and project controls in a construction, architectural, engineering or public works program.

Special:

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

SPECIAL NOTES

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

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 change typical duties of a position at any time.

New Class
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