

PROJECT MANAGEMENT ADMINISTRATOR

DEFINITION

Reviews, evaluates, and provides guidance and oversight on District-wide programs for an Administrator reporting directly to the Superintendent or Deputy Superintendent's Office in areas such as budget and finance, organizational design and development, strategic planning, contracts administration, operational efficiency and problem solving.

TYPICAL DUTIES

- Oversees, guides, and coordinates the strategic planning activities, projects, goals, and objectives for divisions reporting directly to the Superintendent, Deputy Superintendent or Chief Executive Officer, Educational Services.
- Directs the planning, preparation, analysis, forecasting, budgeting and coordination of multiple proposed and existing large projects.
- Oversees, coordinates and ensures the implementation of District-wide initiatives to ensure efficient and timely management of the District's operations.
- Directs, evaluates, and participates in the development and implementation of policies, procedures, and organizational governance that affect the divisions under the Superintendent.
- Ensures compliance, improved service, operational efficiencies, and cost effectiveness.
- Establishes metrics, standards, and dashboards to collect, organize, monitor, and evaluate operational, service, and financial performance data.
- Reviews legislation, labor agreements, reports, audits, and other matters affecting the divisions and makes recommendations.
- Manages the preparation of the annual financial plan with multi-year projections
- Reviews, evaluates and provides guidance to the divisions in areas such as budget, finance, organizational design and development, personnel, business processes and change management, contracts administration, operational efficiency, and problem solving.
- Provides administrative oversight for the preparation, completion, dissemination, and overall approach of various communications, reports, interpretation of related data, and policies for the public, District administrators and staff, schools, and offices.
- May represent and acts on behalf of the designated administrator, as directed.
- Liaises between the Superintendent's office and other divisions, executive staff, the Board, outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchanges of information.
- Executes, oversees, and advises on special projects.
- Serves as a business strategist in dealing with internal and external executives, partners, and employees on various matters relating to District operations.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Project Management Administrator performs high-level administrative and analytical duties and provides guidance and oversight for programs under an Administrator reporting directly to the Superintendent or Deputy Superintendent's Office.

The Administrative Project Coordinator, Superintendent's office performs specialized responsibilities for the Superintendent of Schools and/or the Deputy Superintendent, School Operations by performing administrative coordination of projects and programs as they relate to the District's strategic plan and initiative.

An Administrative Services Manager administers financial and business management activities for a large organization. While specific duties of individual positions vary, there are common factors of supervision; responsibility for preparation, analysis, and control of the organizational unit's budget and expenditures; and liaison activities with other units in coordination business and service functions.

SUPERVISION

The Project Management Administrator receives general direction from an Administrator reporting directly to the Superintendent or Deputy Superintendent. Administrative oversight is exercised over division-wide programs and supervision is exercised over lower-level direct reports and administrative staff.

CLASS QUALIFICATIONS

Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- Legal bases and sources of finance of California public education
- Basic principles of contract law, public purchasing, research, cost analysis and control, budgeting, accounting, and merit-system personnel administration
- Basic principles and methodology of project management
- Procedures and techniques of operations analysis, records development and management, and statistical analysis and presentation
- Basic concepts and business applications of data processing systems and procedures
- Principles of public relations
- Principles of training, employee evaluation, and employee relations
- Applicable concepts of progressive discipline
- Principles and practices of supervision
- Collaborative problem-solving methods
- Oral and written communication skills
- District and school policies and procedures, goals and objectives, organizational structure and functions
- Collective bargaining law and labor agreements in the District
- Interpersonal skills using tact, patience, and courtesy
- Effective administrative and managerial practices and ability to implement them

Ability to:

- Represent management regarding complex administrative and financial issues in meetings with senior management, representatives of other agencies, consultants, and members of the community
- Estimate project requirements and organize resources to meet goals and deadlines
- Analyze costs and statistical data for the development of administrative controls, record systems, and financial forecasts
- Review and evaluate project deliverables
- Explain and implement policies, procedures, and goals
- Analyze and evaluate the effectiveness of plans and programs
- Objectively apply and review decisions
- Communicate effectively orally and in writing

Oversee multiple projects and issues while working effectively under pressure
Contribute to strategic planning and establish objectives
Be proficient with Microsoft Project, Word, Excel; and familiar with Outlook, Access, and PowerPoint or similar office productivity tools
Supervise assigned staff
Establish clear performance expectations and evaluate based upon results
Shared decision-making
Establish and maintain cooperative and effective working relationships with others

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in finance, accounting, business or public administration, law or a related field. A graduate degree in business or public administration or a related field is preferable.

Experience:

Four years of executive, managerial, or professional-level experience in a public or private organization that included oversight in three of the following areas: administrative analysis, budgeting, contract administration, financial analysis, personnel administration, risk management, program and policy development, or project management. A master's degree in education, business or public administration, or a Juris Doctor degree from an American or California Bar Association accredited institution may substitute for two (2) years of the required experience.

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.

Revised
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