

DIRECTOR OF IT, PROJECT MANAGEMENT

DEFINITION

Plans, organizes, directs, and coordinates the activities of the IT Project Management Branch that is responsible for requirements gathering, business process analysis and engineering, scheduling, cost control, quality control, and project implementation for ITD.

TYPICAL DUTIES

Directs, oversees, and reviews project management, scope, schedule goals, project resources, and risk management for all IT projects to ensure projects and programs are defined, completed, prioritized, and communicated for continuity and consistency throughout the Division.

Establishes and maintains project management standards, processes, and tools for IT projects. Plans, organizes, and coordinates the development and maintenance of the division's Strategic Execution Plan.

Establishes and implements short and long-range departmental goals, objectives, and monitors and evaluates program effectiveness.

Monitors scope, schedule, and cost controls relative to the development and implementation of IT projects.

Represents ITD with respect to IT projects at executive-level meetings, conferences, and Board of Education Committee meetings.

Publishes and presents management reports for District managers, Board of Education, Bond Oversight Committees, and other stakeholders pertaining to IT projects.

Resolves complex project related issues, disputes, and disagreements with vendors and integrators.

Directs and oversees the implementation of quality assurance and acceptance programs for IT projects.

Coordinates Branch activities with other District organizational departments.

Reviews and monitors the overall administration of contracts for related project management consultants and software vendors.

Plans and administers the branch budget, controls expenditures, and allocates resources.

Directs the establishment of records and the preparation of required reports to ensure compliance with government regulations and District policies and rules.

Develops and recommends IT project management policies and procedures.

Evaluates staff performance and conducts progressive discipline when necessary.

Interprets and applies provisions of collective bargaining agreements.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of IT, Project Management plans, organizes, directs, and coordinates the activities of the IT Project Management Branch.

The Senior Director, Information Systems is responsible for the implementation of a new enterprise system for student and school data, expansion of the data warehouse, and maintenance of all data systems. This includes managing processes, people, and budgets.

A Senior ERP Director, Business Systems directs and oversees all activities of assigned staff and consultants during the implementation of a major new software applications system.

SUPERVISION

General direction is received from the Chief Information Officer. General supervision is exercised over lower level managerial and technical staff.

CLASS QUALIFICATIONS

Knowledge of:

- System Development Life Cycle models such as rapid application development (RAD), joint application development (JAD), and waterfall
- Implementation strategies for deployment of enterprise-class business and education systems in a large, complex organization
- Technical design of high-availability, web based, multi-tier applications
- Principles, standards, and methodologies of project management best practices
- State of the art application design and development tools
- Provisions of the Education Code, Government Code, and other laws and regulations related to software licensing and intellectual property
- Project-based scheduling and budgeting
- Principles of supervision and project management
- Methods of research, cost analysis, and budgeting
- Procedures and techniques of statistical analysis and presentation
- District and school policies and procedures, goals and objectives, organizational structure and functions

Ability to:

- Evaluate technological developments in relation to current and future operational needs
- Review and evaluate detailed project management plans, project progress, and project deliverables
- Recommend actions necessary to resolve impediments to delivering the projects on schedule
- Analyze, interpret, and explain project budgets
- Develop systems requirements and evaluate proposals from contractors
- Conduct and participate in meetings with branch directors, division heads, and other executive staff
- Oversee multiple projects and handle issues while working effectively under pressure
- Develop effective written reports and oral presentations
- Make, support, and explain recommendations and decisions
- Develop, plan, and implement short and long-range goals
- Maintain effective relations with outside contractors, District personnel, and the public
- Foster a cooperative work environment
- Effectively manage and train a large staff
- Provide leadership and prioritize projects
- Administer a budget within established parameters
- Use and be proficient with Microsoft Project, Word, and Excel

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in computer science, information systems, business management 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. An advanced degree in the above mentioned fields is preferable.

Experience:

Five years of management experience in IT projects, including long-term and strategic planning, standardize and process development, and implementation of projects totaling \$20 million or more. A Project Management Professional (PMP) certification may be substituted for one year of the required experience.

Special:

A valid California Driver License.

Use of an automobile.

Project Management Professional (PMP) or ITIL – Foundations certification are preferable.

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. 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
07-10-17
PJO