

IT TRAINING PROJECT MANAGER

DEFINITION

Plans and supervises all activities relating to the implementation of small to large scale training projects which include formulating project scope and objectives, designing projects, devising and modifying procedures to solve complex technical and logistical problems, and providing consultation to stakeholders and project team members.

TYPICAL DUTIES

Meets with sponsors, project leaders, stakeholders or user community to define projects and establish overall training project plans.

Plans and coordinates small to large complex training projects by establishing reasonable deadlines, developing detailed project plans which outline project tasks, preparing project status reports (i.e., reports comparing budget to actual variances), and summarizing problems encountered and corresponding solutions.

Identifies, directs, and coordinates all training resources by establishing, monitoring, controlling, and reporting on the development, implementation, rollout plans, and schedules of training projects.

Assesses the training needs, requirements, and expectations of the District and directs other team members to assure that these issues are effectively managed throughout various projects.

Ensures that the project planning and implementation efforts are performed in accordance with District standards.

Establishes and maintains contacts with other Information Technology Division groups, and verifies that quality assurance standards are met.

Works with training supervisors and staff to coordinate available resources.

Supervises work activities of training project team members.

Provides project status reports to Director and Deputy Director of IT, Training and related parties.

Recommends actions necessary to resolve impediments to delivery of products on schedule.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An IT Training Project Manager is responsible for the overall project management of training related projects. This includes the defining, designing, and planning of the overall projects, development of the project plans including time lines, resource allocations, budget, status reporting, and coordination with other project team members. An incumbent in this classification provides consultation to sponsors, stakeholders, and project team members relative to technology training.

The Deputy Director of IT, Training directs, plans, coordinates, and supervises activities in the Training Branch related to training District employees in foundation and District-specific applications.

SUPERVISION

An IT Training Project Manager receives general direction from the Director and Deputy Director of IT, Training or any Information Technology Division branch director or deputy branch director. Functional supervision is exercised over training project activities.

CLASS QUALIFICATIONS

Knowledge of:

- Microsoft operating systems
- Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook)
- Internet/Intranet
- Project management methodology and project management software (Microsoft Project)
- Principles of organization, management, and supervision
- Principles of risk management on information technology projects
- Budgetary planning, management, and cost controls
- District standards and legal provisions pertinent to projects, including budgeting and finance
- Technology that provides analysis of data by using spreadsheets and database management
- Basic District personnel rules, regulations, practices, and policies
- Pertinent sections of District collective bargaining agreements
- Software licensing and copyright protection rules and regulations
- Adult learning concepts and technology learning methodologies
- Technology hardware basics
- Software installation and removal
- Courseware development principles and techniques
- District human resources, payroll, financial, student information and/or related Enterprise Resource Planning (ERP) systems and procedures
- Clerical practices and procedures

Ability to:

- Plan, coordinate, and provide leadership in complex activities involving many participants
- Review and evaluate detailed project management plans and project progress
- Analyze, interpret, and explain project budgets and variances
- Prepare clear, concise reports and make recommendations
- Conduct meetings and make effective oral presentations
- Resolve conflicts, promote cooperation, and motivate team members
- Develop and implement change management plans
- Review and evaluate project deliverables
- Manage and evaluate contractor performance
- Analyze and interpret technical materials accurately and effectively in written and oral communications
- Stay abreast of current trends and technical advancements
- Multitask
- Allocate workload, staff, and resources appropriately based on business necessity
- Negotiate effectively
- Collect, classify, analyze, interpret, and explain statistical and budgetary data

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in public, education, or business administration, computer science or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Experience:

Three years of supervisory or management experience in developing, coordinating, conducting, and implementing training programs related to information technology or instructional technology.

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

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