

PROGRAM AND POLICY DEVELOPMENT ADVISOR, ENTERPRISE PROJECT MANAGEMENT

DEFINITION

Advises Senior District Management in the identification, prioritization, and management of District-wide enterprise projects to ensure that the projects align strategically with District goals and initiatives.

TYPICAL DUTIES

Advises executive management on project management techniques, tools, and best practices. Establishes and maintains a framework and methodology for Enterprise Project Management including designing, creating, and implementing standardized tools and policies for project management.

Analyzes project budgets against project deliverables, scope, schedule, and performance criteria. Designs, creates, and implements prioritization criteria for incoming project proposals.

Guides the selection, prioritization, balancing, and termination of portfolio components to ensure alignment with strategic goals and organizational priorities.

Provides key stakeholders with timely assessment of portfolio selection, prioritization, and performance, including identification of, and intervention in portfolio-level issues and risks impacting performance.

Advises the Enterprise Governance Committee on progress and impact of portfolio components. Represents the Enterprise Project Management Office before the Board of Education, Bond Oversight Committee, and Senior Management staff.

Establishes and maintains the appropriate infrastructure and systems to support the Enterprise Project Management Office.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Program and Policy Development Advisor, Enterprise Project Management serves as a technical consultant and advisor to Senior Management on issues relating to enterprise projects.

The Chief Executive Officer, Operations and Digital Innovation assists the Superintendent of Schools by overseeing the various operational activities and functions through assigned departments at the executive level.

A Program and Policy Development Specialist serves as a staff assistant to senior management by developing, coordinating, and monitoring studies relating to instructional programs and the District's strategic plan.

SUPERVISION

The Program and Policy Development Advisor, Enterprise Project Management receives administrative direction from the Chief Executive Officer, Operations and Digital Innovation and provides administrative direction to lower-level management or administrative staff.

CLASS QUALIFICATIONS

Knowledge of:

- Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
- Project management, including the development of budgets, time lines, and allocation of staff
- Administrative practices and procedures within the District
- Procurement procedures and practices
- Collaborative problem-solving methods
- Educational theory and practice for K-12 programs
- Research techniques, including business statistical analysis and graphic presentation of data
- Principles and practices of merit system provisions, organizational development, and supervision

Ability to:

- Present information regarding District programs in a proactive, accurate, and media-sensitive manner
- Estimate project requirements and organize resources to meet established deadlines and goals
- Communicate effectively both orally and in writing
- Prepare clear and concise reports
- Exercise independent judgment and initiative
- Analyze costs and statistical data for reports and financial forecasts
- Delegate and monitor a variety of tasks through subordinate staff
- Analyze and evaluate the effectiveness of plans and programs
- Objectively apply and review decisions
- Synthesize facts, concepts, and influences that affect systems and procedures
- Make, support, and explain recommendations and decisions
- Evaluate procedures and problems and develop and install improvements

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in public policy, business or public administration, social science, or a related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of organizational wide strategic project management experience at the executive or management level for a large agency. Experience in a California K -12 school district is preferable.

Special:

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

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.

New Class
04-24-17
PJO