Job Title:	**IT Project Manager**		Job Code:	**061205**
Job Family:	**Non-Certified**		FLSA Status:	**Ex - C**
Pay Program:	**Administrative**		Pay Range:	**L 04**
Prepared/Revised Date:	**June 2015**		Work Year:	**12 months**

SUMMARY: Manage, plan, coordinate and oversee major systems projects for Information Technology (IT) involving district departments, schools, new construction, building renovation, personnel and outside contractors. This includes software development, hardware identification, needs assessment, IT and building infrastructure.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Oversee various systems projects of significant magnitude in terms of complexity, cost, time-constraints, internal and external staffing, and equipment including software, hardware, peripherals, and infrastructure. Provide direction to a project team including assignment of individual responsibilities, tasks and technical functions. Identify needs and available resources then allocate the appropriate resources to meet the timely completion of specific project tasks. Evaluate and hire vendors and outside support as needed. Negotiate contracts for stated services. Interface as a first point of contact for all IT projects to meet and satisfy their IT needs. Provide guidance and assess requirements for additional services and promote use of IT services, where appropriate.	D	15%
2. Work with Construction Project Managers representing IT to evaluate existing and needed IT software/hardware/peripherals and infrastructure within District new construction and building renovation projects. Through thorough knowledge of IEEE, state and Federal codes, determine and document technical environment, technical specifications, estimate costs, and make recommendations for purchase of IT equipment. Calculate needed IT personnel support for efficient completion of IT portion of project. This includes internal personnel and external resources (contractors, temporary IT personnel, project support, etc.) Coordinate IT's relationship with one or more District units for all IT projects, including both software development and infrastructure projects, ensuring project needs are clearly understood and supportable, new development projects and system enhancements are prioritized.	D	15%
3. Create project plan including timelines, critical incidents, junctures, deployment of resources, receipt of software & hardware, activation of licenses, training of personnel. After plan is approved by stakeholders, ensure adherence to plan. Create, monitor and review timelines for detailed considerations of all projects and activities needed to be completed within the project. Work closely with project teams, vendors and other groups to coordinate plans and activities within deadlines and budget constraints.	D	15%
4. Provide technical expertise to facilities for purchase of IT equipment and infrastructure. Provide specific IT technical advice and specifications for requests for proposal (RFPs). Review documents to ensure the proposal includes, but does not exceed, the scope of the project. Confer with senior management regarding changes of significant consequences to the scope or schedule of the project. Ensure throughout the project that quality is not compromised at any point within the process. Champion adequate avenues for quality assurance at each point necessary within the project for a high performing product. Schedule and coordinate project team meetings.	D	15%
5. Provides quality assurance on activities and results of project team, outside contractors and other personnel. Ensures project stays within budget and within scope. Continually monitors individual progress of team members and project processes to ensure meeting of specific deadlines. Provide leadership to IT project teams and exhibit behavior consistent with District goals by demonstrating the ability to effective manage conflict and disagreements and develop procedures and techniques for resolution.	W	10%
6. Guide district units in defining new IT projects, documenting the business need for the project, and preparing the project for evaluation in the project prioritization process. Minimize "scope creep" by identifying a clear project scope and budget and adhering to the approved program.	W	10%
7. Enable District units by defining high-priority projects which support the District's business and educational objectives and goals and align with the District Technology Plan.	W	10%

8. Determine training needs. Assist in development and delivery of technical training of supported IT software/hardware technologies.	W	6%
9. Perform other duties as assigned.	Ongoing	4%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:
- Bachelor's degree in related area. Four (4) years of similar and relevant experience may be substituted for this requirement.
- Advanced technical and project management training.
- Minimum of five (5) years of experience in the field of IT.
- Software development lifestyle knowledge and experience required.
- Minimum of three years of major project management experience required.
- Experience in group facilitation, planning, problem solving and other leadership activities.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.
- PMI Certification preferred (PMP, CAPM).

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Strong communication skills.
- Knowledge of commercial construction and facilities management preferred.
- Ability to read and understand architectural designs and plans.
- Situational leadership and conflict management skills.
- Ability to effectively manage project budgets, schedules and correspondence.
- Ability to work effectively in team situations.
- Ability and willingness to work independently in flexible environments with short timeline requirements.
- Ability and willingness to be approachable, accessible, responsible and follow-through on projects.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:
- Advanced operating knowledge of microcomputer hardware and software.
- Operating knowledge of MS Office (Word, Excel, PowerPoint, Access)
- Strong knowledge of MS Project

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Information Technology Officer	060301

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- On a project-by-project basis, may be solely responsible for, participate in or make recommendations related to developing, administering, monitoring, coordinating and initiating requisition for project budgets.

BUDGET AND/OR RESOURCE RESPONSIBILITY:
- Budget oversight for project specific P&L.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	