



Position Summary

This position oversees the district-wide implementation of large technology projects. The position creates project plans, defines the strategic implications of projects and determines the requirements to achieve successful implementation of projects. Projects should be implemented in sync with district parameters of cost, schedule and quality. For specific projects, the position supervises, directs, and trains staff while coordinating with other stakeholders including vendors, where needed. Provides technical input and support on complex matters, determines project priorities, timelines, and responsibilities as well as coordinating project implementation with district leadership and building principals.

Organizes project staff into an effective technical team, enhance all members' abilities, and gathers necessary resources to solve complex problems. Ensures project teamwork coordinates with staffs other duties. Maintains working relationship with vendors of technology for District wide support systems, such as those for business systems, student information, nutrition services, teacher quality, evaluation, and for systems implemented for teacher and student use.

Supervisory Relationship

The position reports directly to the Chief Financial Officer and also reports to other department leaders for projects and issues related to other district systems. This includes Human Resources, Technology, Instruction, building administrators, and other district staff as required. The position is expected to provide a bridge between business systems, and the position may report to the Director of Technology on some projects.

Essential Functions

Develops and manages projects related to software, hardware or system equipment deployment. Responsibilities include managing budgets, staffing, timelines, risk, and scope activities. Position has responsibility over planning, implementation, and final evaluation of project including designing processes and procedures to support continuous improvement.

Application of project management strategies including but not limited to:

- Developing the definition of project scope, goals and deliverables
- Designing workflow, controls, and integration
- Defining project tasks and resource requirements
- Developing full scale project plans
- Managing project budget and resource allocation
- Plan, scheduling and monitoring project timelines
- Tracking project deliverables using appropriate tools

- Providing regular reports on progress of the project to all stakeholders that define project progress, problems, and provide a range of solutions if appropriate
- Implement and manage project changes and interventions to achieve project outputs; maintain disciplined change control procedures
- Identify training needs, develop user guides and training materials, and coordinate and deliver training with other staff

Organizes, builds, and supports effective project teams; manages vendor services; coordinates project staff and other resources; enhances all members' abilities through training or direction; and gathers necessary resources to troubleshoot and solve complex problems.

Supports projects and the ongoing application of technology, once implemented, through preparation of documentation. Leads the development of technical standards, policies, and procedures that support District technology functions.

Coordinates technical work and needs with/between departments, and schools. Participates in RFP, procurement, and contracting processes for the selection and acquisition of technical products, goods and services, as necessary.

Participates in the review and maintenance of active contracts with application vendors.

Participates in planning efforts to define the future technological and strategic direction for the District.

Completes assignments given by the Chief Financial Officer.

Work successfully with a diverse population of people from varied backgrounds, learning styles, ethnic and socio economic backgrounds.

Performs related duties consistent with job description and assignment.

Required Knowledge, Skills and Abilities

- Knowledge of business information systems technologies and protocols.
- Knowledge of database management and development of reporting capabilities.
- Knowledge of project management techniques and strategies.
- Managerial, organizational, analytic, and problem solving skills.
- Ability to supervise staff in a respectful, supportive manner.
- Ability to manage and lead large complex projects.
- Analytic and problem-solving skills.
- Knowledge of current trends and information sources for managing k-12 business information systems.
- Supervisory principles, practices, and methods.
- Project planning and management principles.
- Ability to listen, write, and communicate effectively.
- Ability to work with people from diverse backgrounds and socioeconomic levels.

- Ability to facilitate productive meetings and work successfully in a team-oriented environment.
- Ability to exercise sound judgment in complex situations.

Minimum Qualifications

Education

Bachelor’s degree in computer science, information systems, or related field; qualification in project management or equivalent; **AND**

Experience

Five (5) years of progressive experience in the responsible area of assignment; and demonstrated project management skills (group organization, communication, material preparation, task management, and cost/benefit financial analysis;

OR

Any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities. Approval is required by Human Resources.

Applicants must pass a background check by the County Sherriff’s Office prior to employment.

Work Environment

- Duties are performed in office, school, and community settings.
- Execution of responsibilities may require work beyond the standard workday and workweek.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Professional
Pay Grade	Grade 11
Developed by	David Brewer, Interim Director of Human Resources
Reviewed and Approved by	David Brewer, Interim Director of Human Resources
Last revised	7/2/14