



## SPECIAL PROJECTS MANAGER

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### **Mission**

- Plan, execute, implement, and finalize projects according to established guidelines, deadlines and within budget.
- Define project objectives, resources and deliverables and oversee quality control and implementation throughout the project's life cycle.

### **Position Summary**

The Special Projects Manager (SPM) works under the direction of the Director of Technology (DT), Chief Financial Officer/Director of Finance (CFO), or Director of Human Resources (HR) from the initial evaluation and planning stages of investing in a system to the conclusion of the project. The Special Projects Manager ensures the successful migration of Financial, Human Resources, Payroll and reporting applications to a new platform and new host including the implementation of identified applications. This position creates the project plan, defines the strategic implications of the project and determines the requirements to achieve a successful implementation. The SPM ensures that the software migration is in sync with district parameters of cost, schedule and quality. The SPM is a critical member of the core training team, which includes members from the technology team, trainers from vendors and district professional staff.

### **Supervisory Relationship**

The Special Projects Manager (SPM) works under the direction of the Director of Technology (DT), Chief Financial Officer/Director of Finance (CFO), or Director of Human Resources (HR). This position may supervise assigned staff.

### **Essential Functions**

- Lead the planning and implementation of the project including the successful migration from an IBM/ AS400 platform to a Windows/ SQL platform, migration from existing accounting and human resource modules to more 'vanilla' modules, and/ or specific projects involving deployment of application modules/programs. Tests and evaluates migrations.
- Lead, execute and implement the project in collaboration with the special project team members during the implementation phase.
- Refine and further develop the definition, scope, goals and deliverables of the project. Projects evaluations and assessment of results.
- Oversees project team members at multiple offices and locations.
- Troubleshoots and addresses overall project-related issues including those identified by the Human Resources team.

- Troubleshoots addresses and make quick, informed decisions about potential and foreseen technical problem areas. Implements and manages project changes and interventions to achieve project outputs
- Develop full scale project plans including review of workflow, establishment of controls, defining project tasks and resource requirements, execution timeline, integration and recommendations for continuous improvement.
- Assembles and coordinate project staff.
- Manages project budget, quality assurance, resource allocation, and schedule project timelines.
- Tracks project deliverables using appropriate tools.
- Maintains disciplined change control procedures over the application environments.
- Ensures on-going monitoring of the project and provides updated on progress of the project to all stakeholders. Reporting will include progress update, problems and proposed solutions.
- Manage vendor services and relationships.
- Identifies training needs, develops user guides and training materials, and coordinates and delivers training with other staff.

### **Required Knowledge, Skills and Abilities**

- Critical thinking and problem solving skills
- Planning and organizing skills
- Demonstrated decision-making skills
- Verbal and written communication skills
- Ability to leading and work collaboratively in teams
- Ability to delegate
- Negotiations skills
- Ability to manage conflict
- Ability to adapt to changing and stressful situations.

### **Minimum Qualifications**

#### Education

Bachelor's Degree in Information systems, Computer Science, or related field.

#### Experience

- Two (2) to 3 years hands-on project management experience including: project management techniques and tools, group organization, communications, material preparation, task management, and cost and benefit financial analysis. Knowledge of both theoretical and practical aspects of project management preferred.
- Two (2) to 3 years practical hands-on financial application experience.

- Experience with financial systems including: GL, AP, FA, AR, Payroll, Purchasing, Budgeting and Human Resources Information Systems.
- Experience with Human Resources information systems and payroll.
- Demonstrated experience supervising staff, strategic planning, risk management required.
- Experience with Lawson systems highly desirable.

**Work Environment**

Duties are performed in an office environment. Execution of responsibilities may lead to stress due to constricted timelines and deliverables. Completion of duties will require working beyond an 8-hour work-day and some weekend work.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	4J Association (4JA) - Professional
<b>Pay Grade</b>	Grade 11
<b>Developed By</b>	Dr. Simon Sangster, CFO/Director of Financial Services and Dr. Celia Feres-Johnson, Director of Human Resources
<b>Approved by</b>	Dr., Simone Sangster, CFO/Director of Financial Services and Dr. Celia Feres-Johnson, Director of Human Resources
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