SPECIAL PROJECTS MANAGER

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.

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