



INFORMATION TECHNOLOGY PROGRAM MANAGER

Position Summary

This position oversees the district-wide implementation of a variety of technology projects. Creates project plans, defines the strategic implications of projects and determines the requirements to achieve successful implementation of projects. May supervise, direct, and train staff while coordinating with internal and external District stakeholders. The position manages the full scope of the most complex and large scale, highly visible projects.

Supervisory Relationship

This position reports directly to the Director of Technology and may require direction from other department leaders.

Essential Functions

1. Develop project plans and manage the execution of all project activities from concept and design through implementation and close-out including project objectives, technologies, system specifications, industry standards, schedules, budget, funding and staffing.
2. Consult with project sponsors, stakeholders and steering committees to identify objectives, and translate vision into project plan. Obtain appropriate input from appropriate, business, technical and academic staff.
3. Conduct feasibility and cost/benefit analyses.
4. Lead or participate in the development and documentation of workflow, tasks, schedules and resource plans; recommend processes, and define project scope, requirements, budget, risk, milestones and deliverables.
5. Oversee project operations, through routine client communications and consultations, risk mitigation, issue resolution, and progress and status reporting; prepare project status reports by collecting, analyzing and summarizing information and trends.
6. Track action items and deliverables and evaluate project progress to ensure that project stays within the prescribed project scope, time frame.
7. Lead internal and cross-departmental project teams composed of staff, vendors and/or contractors to execute project implementation plans.
8. Develop and maintain detailed, clear, complete and accessible project files and documentation.
9. Work with District Purchasing and Contracting staff, stakeholders and suppliers to develop Requests for Proposals (RFPs), conduct bid analyses, and review vendor and contractor submittals and obtain resources and materials.
10. Develop and implement communication plans to involve and share information and updates with stakeholders.
11. Represent the District and work with a variety of community stakeholder groups; lead and participate on IT related task forces, community information and input meetings, advisory committees and similar District stakeholder partnerships.
12. Stay current on latest trends in education and information technology project management and develop and maintain professional skills through ongoing training and career development.
13. Perform other duties and assume other responsibilities as assigned.

Required Knowledge, Skills and Abilities

1. Strategic planning and project management methodology for proactively leading technological advancements.
2. IT concepts, basic operating principles of data communications and information systems hardware and software.
3. Operation, capabilities and limitation of computer equipment.
4. Systems and procedure analysis, design and documentation.
5. Microsoft Office Suite and Google Suite software applications.
6. Use/propose project tracking/work breakdown tools.
7. Project Cost Management techniques, including creating accurate budget forecasts and estimates, expenditure schedules, budget monitoring and adjustments.
8. Effectively plan, schedule, and coordinate information technology projects.
9. Estimate project requirements, and organize resources to meet goals and deadlines.
10. Establish and maintain project methodology standards, policies, best practices, and templates.
11. Assure compliance with applicable industry best practices, policies, laws, codes, rules, and regulations.
12. Provide work direction, guidance, assistance and leadership to staff for assigned projects.
13. Create proposals, develop user training documents and classes, and deliver formal and informal presentations.

Minimum Qualifications

Education

- Bachelor's degree in Business, Project Management, Computer Science, Information Technology, Engineering or closely related field;

Experience

- The Information Technology Program Manager requires five (5) years of experience managing the full scope of large, complex projects including pre-planning through project sign-off activities, budget management and preparing formal bid requests or two (2) years of experience as a Project Manager. Professional designation as a Project Management Professional (PMP) or Masters of Business Administration (MBA) is preferred. Experience serving in a supervisory role, and experience in K-12 public education or a large, multi-unit public sector organization is highly desirable.

Additional directly related, verifiable work experience may substitute for the required degree on a year-for-year basis.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

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	MAPS
Pay Grade	Admin 12 - Grade 11
Created by	Steve Menachemson, Director of Technology
Approved by	Karen M. Hardin, Director of Human Resources
Last Revised	November 1, 2021