

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### PROJECT MANAGER

**SALARY SCHEDULE: ADMINISTRATIVE – D**

**COST CENTER: TECHNOLOGY AND INFORMATION SERVICES (9018 & 9020)**

**QUALIFICATIONS:**

Candidates for this key Information Technology leadership position must be able to demonstrate the following to the satisfaction of the Director of Technology and Information Services:

- proven ability to successfully assess and apply best practices and/or current technologies to enhance the attainment of the District's educational and technological objectives.
- proven ability to work in a participative, collaborative manner with School employees, Administration employees and external partners as appropriate in the development and implementation of new technologies.
- current knowledge of industry best practices, current and emerging technologies and a demonstrated ability to utilize that knowledge to propose to the Director and leadership team strategic and tactical directions appropriate to the technologies under their direction.
- Demonstrate a proven ability to execute and deliver technologies quickly and effectively.
- Bachelor's Degree from an accredited educational institution in related business area.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of data processing, telecommunications systems, security systems and applications and technology/network infrastructure planning. Knowledge of School Board rules and regulations related to assignments. Ability to plan, organize and prioritize assignments. Ability to balance several job functions at one time and work under a heavy workload. Ability to work cooperatively and collaboratively with other departments and agencies. Ability to communicate effectively, both orally and in writing.

**REPORTS TO:**

Director Technology and Information Services

**JOB GOAL**

To provide leadership and technical expertise in the development and execution of strategic and tactical plans around the project management and all aspects of new initiatives of services and/or applications for the TIS organization. To lead by example in all interpersonal and performance aspects of this key role.

**SUPERVISES:**

Analysts  
Web Programmers  
Technicians  
Other assigned personnel

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Develop, maintain and document formal project plans.
- \*(2) Assist the Director in developing and managing budgets and resource allocation for ongoing and future IT projects.
- \*(3) Coordinate the efforts, scheduling and resources from technical staff member in multiple functional groups to maximize efficient use of resources.
- \*(4) Coordinate the efforts, scheduling and resources for internal staff, vendors, customers and other stakeholders.
- \*(5) Coordinate communications efforts between internal staff, vendors, customers and other stakeholders to ensure that all parties are kept abreast of status during all phases of a project.

- \* (6) Supervise project related work as appropriate.
- \* (7) Direct departmental staff and contractors as appropriate
- \* (8) Provide consulting and contract management services, systems integration, and delivery of projects within established budget and deadlines.
- \* (9) Perform specialize technical support for new technologies to evaluate performance, feasibility, cost effectiveness and usability.
- \* (10) Lead in collaboration with other Managers as necessary, the definition of the enterprise business process views (the macro systems view) and the development of the interconnections of systems (the micro systems view) to support enhanced business outcomes.
- \* (11) Lead in collaboration with other Managers as necessary, the definition of data standards and interconnection of data repositories necessary to support enhanced business analytics and decision support.
- \* (12) Lead in collaboration with other Managers as necessary the development of a three year strategic plan for the retirement, replacement or refreshing of our application portfolio, data stores, and underlying support technologies.
- \* (13) Provide leadership to the Project Management Office ensuring consistency, collaboration and the application of strategy in delivery of the services we offer our district in the consultations, assessment, management and implementation services around emerging technologies.
- \* (14) Consult with present and potential district users of computer systems for preliminary determination of system and/or program feasibility.
- \* (15) Chair structured walk through committee of Information Services to review and approve all designs for changes to existing system and proposed new systems.
- \* (16) Evaluate application software packages for their use in the district and assist in installation, as required.
- \* (17) Evaluate the work of supervisors, systems analysts and programmers participating on projects.
- (18) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

\*Essential Performance Responsibilities