

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, IS Project Management

QUALIFICATIONS

- Bachelor's Degree with specialization in Information Systems or a related field and three (3) years related experience, including supervision **OR** Associate's Degree and five (5) years experience in a related field, including supervision **OR** High School Diploma, equivalence or Florida Special Diploma and combination of seven (7) years related field and supervisory experience.
- Proficiency in functional capabilities and use of PeopleSoft ERP computer applications, including HR/Payroll and Finance/Purchasing.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of basic computer software and hardware; advanced computer programs such as PeopleSoft and Oracle.
- Skill in the use of project management software.
- Skill in problem solving, verbal and written communication, and personnel interaction.
- Proficiency in written and oral communication skills.
- Ability to administer and coordinate the work of programmers, analysts, functional users and contractors.
- Ability to summarize technical data, analyze specifications and prepare cost estimates.
- Ability to analyze, interpret and use data in decision-making.
- Ability to manage a variety and multitude of tasks.

SUPERVISION

REPORTS TO Director of Information Services
SUPERVISES No supervisory duties

POSITION GOAL

To initiate projects, form project teams, prepare and execute plans and manage projects as necessary for successful project completion.

PERFORMANCE RESPONSIBILITIES

1. *Plan, direct, and coordinate activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters.
2. *Review project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements and allotment of available resources to various phases of project.
3. *Establish work plan and staffing for each phase of project and arrange for recruitment or assignment of project personnel.
4. *Confer with project staff to outline work plan and to assign duties, responsibilities and scope of work.
5. *Direct and coordinate activities of project personnel to ensure project progresses on schedule and within prescribed budget.
6. *Review status reports prepared by project personnel and modify schedules or plans as required.
7. *Prepare project reports for management, clients or others.
8. *Confer with project personnel to provide technical advice and to resolve problems.
9. *Manage and develop a team in line with current district technology needs, with proper skills, training and organizational awareness.

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- 10. *Provide clients with a single point of contact in Information Services for the solutions and support to achieve business needs. Interface extensively with clients, conduct meetings and ensure customer satisfaction.
- 11. Perform other duties as assigned by the Chief Information Officer.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling Bending legs at knee to come to a rest on knee or knees.
Reaching Extending hand(s) and arm(s) in any direction.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-10-F \$61,532 - \$94,387
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **14**
EEO-5 Line **44**
Function **7750**
Survey Code **77213**
Job Code **1675**

FLSA

Applicable
 Not applicable Previous Approval Date

BOARD APPROVED

May 8, 2012
April 13, 2004

ADA Information Provided by **EMCS**
Position Description Prepared by **Patrick Fletcher**