Rialto Unified School District

INFORMATION TECHNOLOGY PROJECT SPECIALIST

DEFINITION
Under the direction of the Director of Information Technology manages all aspects of technical planning, development and implementation at a superior level; continuously demonstrates an on-going ability to cultivate customer satisfaction, account growth and profitability; maintains a professional, forward thinking attitude towards customer service and demonstrates an ongoing ability to be an effective communicator as well as a problem solver; provides training, creates consolidated status reports, and supports management and multiple technical committees; may act as a project manager on projects and assists coordinator and teams in planning, scheduling and tracking of both project and core activities.

ESSENTIAL DUTIES
- develops an effective plan for controlling the project scope, schedule and cost baseline, and monitors the project execution to ensure that the plan is being followed; communicates project information to the project team and to the project stakeholders
- creates and effectively coordinates documentation to explain changes to the baseline, and ensures the approved changes are implemented
- works with the project team to facilitate sizing and estimation of projects and completes project documentation; may meet with various committees comprising of community and/or staff members
- produces deliverables by the due date established
- provides coordination and overall administrative support for assigned project
- establishes, leads, facilitates and/or coordinates project meetings including, but not limited to, kickoff meetings, requirements gathering meetings, development/construction meetings, status meetings, closeout meetings and lessons learned meeting
- documents meeting agendas and meeting minutes
- monitors project plans and schedules; authors and edits project management and end-user documents
- tracks project issues, change requests, project budgets, and other project tracking items
- maintains project repository and version control for documentation
- assists with project management audit preparation
- provides assistance to department or site management regarding technology implementation
- develops written status reports, determines project status codes, and creates and presents project review documents to senior management
- collects and documents project issues, and monitors a timely resolution
- monitors project activities for the occurrence of risks, and takes timely action to mitigate the risk
- at the completion of a project, captures lessons learned, and communicates to project managers
- shares responsibility with the project leadership team for providing a good working environment
- ensures teams are staffed, duties and responsibilities are understood by everyone, and that an inclusive environment is maintained
- assists management in developing project delivery methodologies including but not limited to, life cycle processes, procedures, deliverables, status reports and project tracking

QUALIFICATIONS
Knowledge of: Principles, practices and practical applications of project management techniques and methodologies; the nine project management knowledge areas; performance characteristics of hardware and software related to the establishment, maintenance and upgrade of computer systems, internal networks, LANs and WANs; technical problem analysis; a variety of software packages commonly used on personal computers, networks, email and Internet access; goals, policies, and objectives of the department and division; English usage, spelling, grammar, punctuation, and ability to apply concepts of basic mathematics; modern office practice and procedures; proper record keeping and documentation; public contact techniques, telephone etiquette and proper email etiquette; techniques for explaining technical concepts to non-technical users; methods, materials, and terminology used in the data/communications industry; principles of project management, purchasing, production and material control; operation of standard office machines and equipment, including computer terminals and microcomputers; operational procedures, policies, rules and regulations specific to assignment.

Ability to: Work independently with minimal supervision; lead medium sized projects involving the coordination of the work deliverables of several different development teams to meet customer expectations; provide the leadership skills necessary to control the execution of the project tasks, as defined in the methodology; develop an effective plan for controlling the project scope, schedule and cost baseline, and monitors the project execution to ensure that the plan is being followed; organize own work and the work of others; perform at above average to superior level within these areas: Communication, Time Management, Planning, Scheduling, Project Administration, Risk Management, Project Integration, Cost Management, Change Management, Quality and Test; gather, document and communicate project requirements; prepare timelines and ensure deadlines are met; interface with multiple customers to ensure requirements are met and status is communicated to all stakeholders; monitor project financials by comparing project quotes to project cost reports; determine project risks and issues and define the difference between the two; continually assess the project and ensure that the department is fulfilling its obligations to the customers and meeting the business needs of the customers; efficiently and effectively multi-task and lead multiple projects; develop and maintain logs including, but not limited to, action items, change requests/orders, and risks/issues; prepare and deliver oral presentations; compile and analyze empirical data and provide suggestions for improvement; operate a computer and related software; establish and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL DEMANDS
The physical activities listed below are examples of the physical requirements necessary to perform the essential job functions within this classification:

- will frequently exert 20 to 40 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the dexterity required to operate a computer keyboard and other business-related equipment and to handle and work with various objects and materials including hand tools

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the position.

EXPERIENCE AND EDUCATION
Experience:
Two years of experience working in an Information Technology department for a school district or county office. Prior work experience must show increasing responsibilities and duties.

Education: Verification of a High School Diploma, a GED certificate or a higher degree; supplemental training from a trade school or college coursework in computer technology, information systems, and/ or CISCO (CCNA) or Microsoft certificates desirable.

Licenses or Certificates: A current California Department of Motor Vehicles Operator's License and a private vehicle are required. Insurability by the District's liability insurance carrier may be required.

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