

## PROJECT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher-level administrator, this position is responsible for the coordination and implementation of educational technology projects, which encompasses both administrative and/or instructional projects in the school district. The incumbent coordinates steps in the planning, ordering and installation, and follow-up service cycle, as well as work assignments of various personnel from different departments within the district, vendors, and/or consultants as necessary to complete the project. Supervision may be a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops project proposals, cost estimates and budgets, timelines and schedules;

Prepares and obtains bids from outside vendors and estimates project costs;

Coordinates the pre-installation activities including: specifying and bidding equipment, software and services; and ordering equipment and software;

Tracks the progress of all items involved in the project, e.g., equipment and software;

Creates project timelines and schedules events such as: hardware delivery and installation, software installation and testing and applications training;

Acts as the liaison between the district and contractors involved in project implementation and assures that all contracted work is completed according to specifications and to the satisfaction of the district;

Coordinates all personnel, vendors, contractors, as well as district buildings and grounds, etc., necessary to complete the project;

Provides detailed status reports and coordinates meetings with appropriate personnel in the district to update on progress of projects and to discuss strategic and tactical concerns in the implementation of projects;

Attends district board meetings as needed;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of networks and computer systems; thorough knowledge of project management; ability to establish effective working relationships with school district personnel and consulting staff; ability to communicate effectively both orally and in writing; ability to plan and organize; ability to manage multiple assignments and priorities; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; tact; resourcefulness; sound judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and seven (7) years of work experience in which the primary function of the position was managing computer technology projects, including planning, project coordination, evaluation, making recommendations, scheduling and direct contact with the client/end user in either a local or wide area network environment.

SUBSTITUTION: Satisfactory completion of thirty (30) credits towards a Bachelor's\* Degree or Master's\* Degree may be substituted on a year for year basis for up to three (3) years of the work experience described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

DEFINITION: A project manager, also known as a project leader, is defined as someone who has responsibility for the enforcement of a project's goal. Project Management is defined as "a specific assignment that has a beginning and an end date, in which technical assistance, direction, planning and scheduling would be provided to a team to the successful completion of a project."

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.