



JOB TITLE	DEPARTMENT	REPORTS TO
ITS Program Manager	Information Technology Services	Chief Operations Officer

<b>Position No:</b> 82013	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> N27	<b>Date Approved:</b> 4/28/09
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

JOB GOAL
Plans, organizes and coordinates assigned ITS projects, ensuring that they are implemented on time, within budget, and with minimal disruption to SLCPS day-to-day business and activities.

MINIMUM QUALIFICATIONS
<ul style="list-style-type: none"> <li>• Bachelor's Degree in Computer Science or related field. Master's Degree in Computer Science or related field preferred.</li> </ul> <ol style="list-style-type: none"> <li>1. Strong familiarity with or certification in Information Technology Infrastructure Library (ITIL) of Best Practices, Service Level Agreements (SLA), Systems Development Life Cycle (SDLC), Project Management Processes (PMP) Business Process Methodologies (BPM), Budget Zero Based Process (ZBP) preferred.</li> <li>2. Broad technical background with exceptional planning, coordinating, management, communication and presentation skills.</li> <li>3. Demonstrated leadership and project management skills with a proven track record of success with complex technology projects.</li> <li>4. Experience managing technology grants and/or applications development preferred.</li> <li>5. Proficiency in MS Project, Word, Excel, and PowerPoint. Must be able to plan and manage work in a team environment.</li> <li>6. Excellent organizational skills, ability to work independently and implement effective decision-making skills toward completion of assigned tasks.</li> <li>7. Ability to work under pressure and meet multiple deadlines.</li> <li>8. Ability to establish and maintain effective professional working relationships and work in a cooperative and collaborative manner with administrators, supervisors, managers, technicians and other employees.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Responsibility includes ITS programs that have district wide significance</li> <li>2. Monitors status of all projects and interdependencies.</li> <li>3. Maintains issues-resolution file to ensure that all issues are addressed.</li> <li>4. Oversees project managers and coordinators</li> <li>5. Conducts project status meetings on a regular basis for the purpose of gathering project status information and providing information and guidance to the project managers and coordinators.</li> <li>6. Meets with ITS department and cabinet members as needed and provides appropriate and timely communication throughout the life of projects using reports, team meeting notes, Gantt charts, etc.</li> <li>7. To attend and support district user groups for technology.</li> <li>8. To manage Procurement and Fiscal/Asset Management/Erate.</li> </ol>

9. To research and develop strategies for increasing the proficiency of technology tools.
10. To perform assigned tasks in a timely and efficient manner.
11. To perform assigned tasks with a high standard of quality.
12. To perform other activities as assigned by supervisor.

**PHYSICAL DEMAND CLASS:**

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.