



PERSONNEL COMMISSION

Class Code: 5117
Salary Range: 42 (C1)

INFORMATION TECHNOLOGY PROJECTS COORDINATOR

JOB SUMMARY

Under general supervision, plan, coordinate and oversee information systems technology projects District-wide; develop project budgets; monitor and evaluate the progress of projects; collect data, conduct studies and prepare reports; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, coordinate and oversee information systems technology projects District-wide; assure compliance with applicable laws, codes, rules and regulations. **E**
- Confer with end-users, administrators and Information Services personnel in order to develop and determine project objectives and the scope and depth of project activities. **E**
- Conduct site inspections with vendors and District staff; determine what resources are required for projects; develop cost projections for equipment, personnel, services and contract proposals; create project plans and schedule work. **E**
- Coordinate support activities and services for successful completion of projects; monitor the completion of project phases; identify and resolve issues delaying progress or delivery of products and services; advise administration of financial status of projects and issues affecting completion of projects. **E**
- Develop budgets and oversee administration of project budget components; identify funding sources and work with accounting personnel to assure accounts follow funding source regulations and requirements. **E**
- Obtain estimates for service from outside vendors; submit estimates for approval. **E**
- Prepare and negotiate contracts in conjunction with District contract management personnel for the delivery of technology equipment and services from vendors; review the work of vendors. **E**
- Serve as member of committees and attend special conferences to evaluate new developments and strategies affecting project objectives and results. **E**
- Conduct special studies and evaluations of problem areas affecting information services and technology as directed. **E**
- Prepare and submit E-rate proposals to obtain funding for projects; identify scope of

proposed work; create overall project plan to schedule work implementation; oversee and inspect work in progress; review invoices for payment. **E**

- Provide technical expertise and information to the Director regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Director of unusual trends or problems and recommend appropriate corrective action. **E**
- Communicate with administrators, District staff and outside agencies to exchange information, coordinate activities and resolve issues. **E**
- Attend and participate in a variety of meetings related to assigned activities; prepare and deliver oral presentations as requested. **E**
- Maintain a variety of records and files related to assigned activities. **E**
- Train and provide work direction and guidance to assigned support staff; schedule, assign and review the work of support staff. **E**
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to inspect work and visit sites. **E**

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Information Technology Projects Coordinator plans, coordinates and oversees information systems technology projects District-wide. Incumbents serve as a liaison between Information Services and other departments to coordinate project activities. Incumbents may oversee the work and serve as a lead to clerical and support staff.

Incumbents in this class perform a wide scope of complex duties and responsibilities in the coordination and tracking of projects which may involve the exercise of independent judgement and a combination of contract administration, administrative analysis, space management and budget planning.

EMPLOYMENT STANDARDS

Knowledge of:

Data processing and computer systems capabilities including hardware, software and networking components and how they are combined to deliver service.

Techniques and methodologies of project management.

Methods and techniques of developing business process models and determining best practices.

Microsoft Project and Access software.

Principals of financial analysis and accounting.

Principals and practices of government purchasing.

Contract administration.

Writing skills to prepare clear and concise specifications.

Interpersonal skills using tact, patience and courtesy.

Applicable laws, codes, rules and regulations.
Record-keeping techniques.
Public speaking techniques.
Mathematical computations.
Oral and written communication skills.

Ability to:

Plan, coordinate and oversee information systems technology projects.
Coordinate support activities and services for successful completion of projects.
Analyze situations accurately and adopt an effective course of action.
Prepare and present oral and written reports and recommendations clearly, concisely and logically.
Prepare detailed project plans and documentation.
Prepare and interpret statistical computations, charts and graphs.
Conduct investigations, determine methodologies and obtain the data necessary to evaluate complex problems and issues and recommend solutions.
Develop project management standards, including procedures, checklists and forms.
Assure compliance with applicable laws, codes, rules and regulations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Plan and organize work.
Operate a variety of office equipment including a computer and assigned software.
Work independently with little direction.
Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in business administration, computer science or a closely related field.

Experience:

Three years of experience involving independent analysis and evaluation of information systems projects, preferably in a public agency.

Two years additional experience may be substituted for two years of the required education.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and make presentations.
Sitting for extended periods of time.
Some light lifting and carrying.
Seeing to read a variety of materials.
Bending at the waist, kneeling and crouching to inspect work.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.