

**Enterprise IT Project Manager
District Office
Kern Community College District
JOB DESCRIPTION**

Definition

Reporting to the Vice Chancellor IT\CIO or Designee, the Enterprise IT Project Manager provides leadership for planning and delivering enterprise technology solutions through the implementation and use of project management best practices, methodologies, and tools. Responsible for managing multiple district-wide projects and ensuring projects are delivered on time, within budget and meet stakeholder requirements.

Key Accountabilities

Relative to project management, the Enterprise Project Manager will be accountable for the following:

- Lead and direct projects and ensure projects are completed on time, within budget and meet stakeholder requirements
- Effectively communicate project information including providing accurate and timely information exchange between stakeholders, team members, IT management and oversight groups.
- Manage the project team, driving motivation, collaboration, and performance
- Identify, prioritize and coordinate mitigation of project risks

Examples of Duties

1. Plans, directs and coordinates activities of technology projects to ensure that goals or objectives of projects are accomplished within prescribed time frames and funding parameters.
2. Review project proposals or plans to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available departmental resources to various project phases.
3. Establish, validate and adjust project schedules as needed; conduct project audits and walkthroughs; review project deliverables; coordinate and facilitate meetings with users and staff regarding proposed and current business processes related to the project; coordinate project activities with other district office and college departments.

4. Establish standards and procedures for project reporting; provide project reports for management, stakeholders or others; develop and implement communications strategies to ensure timely information is provided to IT management and stakeholders
5. Develop project documentation (e.g., charter/scope, milestones/schedules, roles & responsibilities, etc.) in collaboration with project sponsor and involved stakeholders.
6. Participate in selecting project team members; confer with project staff to outline work plan; plan, prioritize, assign, guide, supervise and review the work of assigned project and technical staff to meet project goals.
7. Provide leadership and motivation to project team members throughout the project life cycle.
8. Develop skills and abilities of assigned project team members by providing or coordinating training; plan, direct, coordinate and review the work plan for staff assigned to project; review and evaluate work products, methods and procedures; work closely with team members' managers to provide supervision and address performance and personnel issues that arise during the project assignment.
9. Develop and help execute comprehensive change management strategy relative to project scope and stakeholders; orchestrate and lead change management to ensure project success.
10. Manage and monitor project budgets.
11. Plan for and ensure satisfactory transition of 'care, custody, and control' of the project's 'product' upon completion.
12. Support development of organizational project management capability and develop a culture of project management throughout KCCD through training, mentoring and by example.
13. Participate in the development and continuous improvement of KCCD's project proposal, charters, plans, review and prioritization processes.
14. Participate as a member of KCCD's IT management team in the development, prioritizing, budgeting and planning of projects, project portfolio management and related initiatives.
15. Perform other duties as assigned.

Minimum Qualifications

Minimum:

- A Bachelor's Degree in a related field and five years of experience including two years of IT project management; or Associate Degree in related field with nine years of experience, including four years of IT project management.

Desired:

- Project Management Professional (PMP) certification or other related certifications.

Knowledge and Abilities

- Demonstrated ability to drive successful project planning and execution.
- Solid project management skills with ability to multitask and manage multiple small to large projects in a cross-functional environment.
- Exceptional verbal and written communication skills; expertise in setting and managing customer expectations.
- Demonstrated resilience, diplomacy, influence, relationship building and problem-solving skills in a variety of situations.
- Demonstrated record of project management success, both in results achieved and in use of best practices project management methodology.
- Demonstrated ability to lead and motivate staff and to apply skills and techniques to solve dynamic problems
- Strong teamwork and interpersonal skills
- Excellent analytical, planning, and organizational skills
- Ability in developing and implementing strategies to identify and mitigate risks
- Ability to build and manage project budgets, plans, and objectives.
- Ability to train/mentor/coach non-project managers in the area of project management.
- Self-directed/driven

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)