



PERSONNEL COMMISSION

Class Spec: 5305
Salary Range: 46 (M2)

INFORMATION TECHNOLOGY PORTFOLIO MANAGER

JOB SUMMARY

Under administrative direction, plan, manage and oversee the District-wide information technology projects portfolio; establish, monitor and control project governance; monitor and evaluate the progress of projects; facilitate communication across various projects and cross-functional teams; collect data, conduct studies and prepare a wide variety of reports; supervise and evaluate the performance of assigned staff; 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, manage and oversee the District-wide information technology projects portfolio; establish methodologies, practices and systems for projects; assure compliance with applicable laws, codes, rules and regulations. **E**
- Establish, monitor and control project governance through industry best practices and by establishing working groups, training and communication with stakeholders; foster a culture of effectiveness and continuous improvement through mentoring, feedback, and metrics. **E**
- Collaborate with project managers, end-users, administrators and Technology and Information Services (TISB) personnel to develop and determine project objectives and the scope and depth of project activities; provide support to project managers. **E**
- Create, review and modify review project proposals and plans; establish, validate and adjust project schedules; develop cost projections for equipment, personnel, services and contract proposals; determine and assign technical resources and personnel. **E**
- Manage the health status of programs to anticipate risks and potential issues; develop and implement mitigation plans; proactively manage dependencies and coordinate across teams to resolve issues and mitigate risks. **E**
- Utilize project management information systems and tools to monitor the completion of project activities, phases and deliverables; identify and resolve issues delaying progress or delivery of products and services. **E**
- Provide regular and timely updates to administration regarding strategies, budgets, project deliveries, controls and risks; conduct studies, compile data and prepare a wide variety of detailed reports regarding assigned activities. **E**
- Oversee and manage the software development pipeline for District business systems; collaborate with programmers to design developments and implement life-cycle methodologies. **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*
- Train and supervise the performance of personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; conduct staff meetings and in-service training. *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 assigned committees and attend a variety of workshops and conferences to evaluate new developments and strategies affecting information technology portfolio objectives and results. *E*
- Conduct special studies and evaluations of issues affecting the delivery of information technology projects; research, evaluate, recommend and implement solutions. *E*
- Provide technical expertise and information to administration regarding assigned functions and participate in the formulation of policies, procedures and programs; advise administration of unusual trends or problems and recommend appropriate corrective action. *E*
- Serve as a resource and 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 including project meetings, staff meetings and planning sessions; prepare and deliver presentations as requested. *E*
- Develop and conduct trainings for staff, stakeholders and others regarding project and portfolio management processes, information systems, and related tools. *E*
- Maintain and manage the maintenance of a variety of records and files related to assigned activities. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to inspect work and visit sites. *E*
- Perform related duties as assigned.

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 Portfolio Manager plans, manages and oversees the District-wide information technology projects portfolio including infrastructure, software development and operations projects. Incumbents serve as a liaison between Technology and Information Services (TISB) personnel, project managers, other departments and outside agencies to provide leadership and coordinate activities through the use of project governance best practices, tools and methodologies.

Incumbents in this class perform a wide scope of complex duties and responsibilities in the establishment and monitoring of project governance which involves the exercise of independent judgement and a combination of project management, interpersonal skills, administrative analysis, and budget planning.

EMPLOYMENT STANDARDS**Knowledge of:**

Techniques, frameworks and methodologies of project governance and management such as Project Management Body of Knowledge (PMBOK), Agile, Scrum, Six Sigma and Waterfall.

Microsoft 365 suite products and capabilities.

Project management information systems (PMIS) and related tools.

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

Principles and practices of providing quality customer service.

Principles and practices of supervision and training.

Principles of financial analysis and accounting including budget preparation and control.

Governmental procurement policies and purchasing services.

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.

Oral and written communication skills.

Ability to:

Plan, manage and oversee the District-wide information technology projects portfolio.

Establish project management governance based on industry best practices and standards, including systems, documentation, procedures, checklists and forms.

Determine and assign activities and resources for successful completion of projects.

Establish and maintain effective controls over financial, material and labor resources.

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 issues and recommend solutions.

Train, supervise and evaluate personnel.

Develop and prepare preliminary budgets.

Monitor and control expenditures.

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 computer science, information technology, business administration or a related field.

Experience:

Four years of information technology portfolio or project management experience. Experience in an educational environment is preferred.

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

Applicants must provide proof of certification as a Project Management Professional (PMP) issued by an authorized agency at the time of application and maintain certification throughout employment in this classification.

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.

Occasional evening and variable hours.

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.

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 one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 10/6/2022