



PROJECT MANAGER

Job Code: 210PM
Bargaining Unit: SPSO
Effective Date: 4/15/2009

Position Summary

This position will be responsible for managing complex technology projects, managing day-to-day technology assignments and serving as back-up to the Information Technology Director as needed.

Reporting Relationship

This position reports to the Information Technology Director

Responsibilities

The essential functions of this position include, but are not limited to, the following fundamental duties:

Project /Practice Management

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Manages day-to-day scope and operational aspects of a project.
- Reviews deliverables prepared by team before passing to client.
- Effectively applies Saint Paul Public Schools' methodology and enforces project standards.
- Prepares for engagement reviews and quality assurance procedures.
- Minimizes our exposure and risk on project.
- Ensures project documents are complete, current, and stored appropriately.

Project Accounting

- Tracks and reports team hours and expenses on a weekly basis.
- Manages project budget.
- Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for project.
- Follows up with clients, when necessary, regarding unpaid invoices.
- Analyzes project profitability, revenue, margins, bill rates and utilization.

Team and Client Communications

- Facilitates team and client meetings effectively.
- Holds regular status meetings with project team.
- Keeps project team well informed of changes within the organization and general corporate news.
- Effectively communicates relevant project information to superiors.
- Delivers engaging, informative, well-organized presentations.
- Resolves and/or escalates issues in a timely fashion.
- Understands how to communicate difficult/sensitive information tactfully.

Leadership

- Challenges others to develop as leaders while serving as a role model and mentor.

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Leadership (continued)

- Manages the development of team by ensuring, when possible, that project tasks are in line with each Innovator's career interests.
- Inspires coworkers to attain goals and pursue excellence.
- Identifies opportunities for improvement and makes constructive suggestions for change.
- Manages the process of innovative change effectively.
- Remains on the forefront of emerging industry practices.

Teamwork

- Consistently acknowledges and appreciates each team member's contributions.
- Effectively utilizes each team member to his/her fullest potential.
- Motivates team to work together in the most efficient manner.
- Keeps track of lessons learned and shares those lessons with team members.
- Mitigates team conflict and communication problems.
- Plans and facilitates regular team activities outside of the office.

Innovator Development

- Conducts effective performance evaluations and mentors those with less experience through formal channels.
- Helps team execute career development plans.
- Seeks and participates in development opportunities above and beyond required training.
- Trains other innovators and clients through both formal and informal training programs.
- Encourages more junior Innovators to take responsibility for their development within the District.
- Challenges fellow Innovators to progress toward their professional development goals.

Client Management

- Manages day-to-day client interaction.
- Sets and manages client expectations.
- Develops lasting relationships with client personnel that foster client ties.
- Communicates effectively with clients to identify needs and evaluate alternative business solutions.
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships.
- Builds a knowledge base of each client's business, organization and objectives.

Financial Management

- Accurately forecasts revenue, profitability, margins, bill rates and utilization.
- Assures project legal documents are completed and signed.
- Determines courses of action based upon analysis of project costs and payoff to District overtime.

Business Development

- Identifies business development and "add-on" sales opportunities as they relate to a specific project.
- Leads proposal efforts including completing project scoping and LOE (? -- Write Out?) assessments.
- Effectively conveys our message in both written and verbal business development discussions.

Internal Operations

- Suggests areas for improvement in internal processes along with possible solutions.
- Leads internal teams/task forces
- Approves team members' time and expense reports in a conscientious and timely manner.
- Reviews the status reports of team members and addresses issues as appropriate.

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Internal Operations (continued)

- Complies with and helps to enforce standard policies and procedures.

Knowledge, Skills and Abilities

Considerable knowledge of basic revenue models, profit/loss, and cost-to-completion projections and makes decisions accordingly.

Considerable knowledge of pricing model and billing procedures.

Considerable knowledge of Internet, Intranet, Extranet and client/server architectures.

Considerable knowledge of the capabilities of information technology systems.

Considerable knowledge of new and emerging technologies and the potential application on client engagements.

Some knowledge and a general understanding of the areas of application programming, database and system design.

Strong communication skill (oral, written, and listening).

Strong leadership and project skills management.

Considerable ability to coach and collaborate in work that crosses departmental boundaries.

Considerable ability to promote teamwork through mentoring and trust.

Minimum Qualifications

Bachelor's degree in information technology, business, accounting, finance or a related field and five years of project management experience. Must hold a current certification as a Project Management Professional through the Project Management Institute (PMI). (Master's degree in information technology management or other related field preferred.)