

ASSISTANT PROJECT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of a Project Manager, this position assists in the coordination and implementation of educational technology projects, which encompasses both administrative and/or instructional projects in the school districts. An incumbent assists with the coordination of steps in the planning, ordering and installation, and follow-up service cycle, as well as work assignments of various personnel from different departments within the district, vendors, and/or consultants as necessary to complete the project. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists Project Managers in the development of project proposals, cost estimates and budgets, timelines and schedules;

Assists Project Managers with communications, scheduling, resources, documentation, and vendor management;

Follows-up on pre-installation activities, e.g., confirming delivery dates of equipment and software;

Prepares reports for Project Managers on status of all services provided for specific technology projects,

Monitors project progress and reports status, risks and issues to Project Managers;

Coordinates and assists in the development of electronic and written materials for project management proposals, dashboards, presentations, and status updates;

May act as liaison between districts and contractors involved in project implementation and assures that all contracted work is satisfactorily completed according to specifications;

Works with service owners to document initiative objectives and verifies alignment of scope and progress between stakeholders throughout project execution;

Assists in the coordination of all personnel, vendors, contractors, etc., necessary to complete the project;

Maintains project template repository;

Coordinates meetings, prepares agendas, and documents meeting minutes;

Prepares technical briefings for LHRIC Technology Support Staff;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of project management principles and methodologies; good knowledge of networks and computer systems; ability to apply project management concepts to an information technology environment; ability to establish effective working relationships with school district personnel and consulting staff; ability to communicate effectively both orally and in writing; ability to plan and organize; ability to manage multiple assignments and priorities; ability to lead project meetings and articulate clear objectives, roles and responsibilities; ability to extract, organize and communicate data from technical resources into useful and manageable information; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; tact; resourcefulness; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) years of work experience in which the primary function of the position was managing computer technology projects, including planning, project coordination, evaluation, making recommendations, scheduling and direct contact with the client/end user in either a local or wide area network environment.

SUBSTITUTION: Satisfactory completion of thirty (30) college credits* may be substituted on a year for year basis for up to four (4) years of the work experience described in (a) above.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

DEFINITION: A project manager, also known as a project leader, is defined as someone who has responsibility for the enforcement of a project's goal. Project Management is defined as "a specific assignment that has a beginning and an end date, in which technical assistance, direction, planning and scheduling would be provided to a team to the successful completion of a project."

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

BOCES #2
J. C.: Competitive
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Job Class Code: S767