ATLANTA
PUBLIC
SCHOOLS

JOB DESCRIPTION
Senior IT Program Manager

DIVISION: Office of Performance & Information Technology (PIT)	**GRADE:** IT3
DEPARTMENT: Enterprise Applications & Project Management	**WORK DAYS:** Annual
REPORTS TO: Director (IT PMO)	**FLSA STATUS:** Exempt
CLASSIFICATION: At-Will	**DATE:** 6/8/2021

Our Mission: Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

Our Vision: A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

Our Guiding Principles: Equity in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

POSITION SUMMARY

The Senior IT Program Manager plans, executes, and finalizes projects according to strict deadlines and within budget. Acquires resources and coordinates the efforts of team members and third-party contractors or consultants to deliver projects according to plan. Defines project objectives and oversees quality control throughout the project life cycle.

MINIMUM REQUIREMENTS

EDUCATION:
• Bachelor's degree required.

CERTIFICATION/LICENSE:
• PMP Certification preferred.

WORK EXPERIENCE:
• 5 years of IT project management.

KNOWLEDGE, SKILLS & ABILITIES

• Must be able to collaborate effectively with district personnel, the general public and work with diverse groups of people.
• Ability to relate to a wide variety of people and to observe, listen, motivate and provide leadership.
• Excellent time management, organizational, and prioritization skills and ability to balance multiple priorities.
• Ability to effectively lead, organize and direct the work of others.
• Proven experience "translating" technical concepts into business terms.
• Strong MS Office product capabilities.

• High-level programming skills and general application development knowledge.
• Strong decision-making ability and resource management skills.
• Strong analytical and problem-solving skills.
• Ability to be flexible and adapt as needed between in-person and virtual environments.

ESSENTIAL DUTIES

• Builds and manages relationships with business leaders to understand the vision and goals and works to translate vision into business requirements.
• Manages multiple key projects with significant scope and complexity simultaneously.
• Organizes and leads matrixed teams to successfully deliver on programs.
• Synthesizes the business and technical landscape into a sound project strategy and execution plan.
• Creates a communications process to ensure stakeholders are aware of status, risks, and opportunities.
• Cultivates trust with all program stakeholders.
• Formulates mitigation strategies and recommends solutions.
• Drives execution of project and program deliverables.
• Improves delivery and operational processes to optimize performance and value over time.
• Interacts with senior leaders across a highly matrixed environment in both IT and business communities.
• Oversees QA activities to ensure project deliverables meet / exceed established standards.
• Prepares and delivers presentations regarding program status to key stakeholders.
• Provides risk management and issue/problem resolution as required.
• Synchronizes and manages cross-project interdependencies.
• Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
• Performs other duties as assigned by an appropriate administrator or their representative.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.
Hearing: Ability to tolerate exposure to noisy conditions.
Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.
Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.
Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to

process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

Remote Work Requirements:

Additional Work Conditions & Physical Abilities: Ability to be flexible and adapt as needed between various in-person working environments.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex,citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.