



JOB DESCRIPTION

Director (IT Project Management Office)

DIVISION: Office of Performance & Information Technology (PIT)	GRADE: IT6
DEPARTMENT: Enterprise Applications & Project Management	WORK DAYS: Annual
REPORTS TO: Executive Director (IT Infrastructure and Production Services)	FLSA STATUS: Exempt
CLASSIFICATION: At-Will	DATE: 3/30/2021

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 Director (IT Project Management Office) is the main point of information Technology project management activities. Manages the IT project managers, establishes policies around project management, leads the Executive Leadership project reviews, develops and enforces standards for the project management life cycle and provides accurate reporting via portfolio dashboards. Provides oversight managing multiple complex projects, either as custom solutions or vendor selection, adhering to technology standards and managing the full project management lifecycle process. Brings a strategic perspective on business activities with the ability to help the executive team rationalize and maintain a clear portfolio of initiatives that are aligned to APS and departmental objectives.

MINIMUM REQUIREMENTS

EDUCATION:

- Bachelor's degree in Management Information Systems, Computer Science or related field required.
- Master's degree is preferred.

CERTIFICATION/LICENSE:

- Project Management Professional (PMP) preferred.

WORK EXPERIENCE:

- 10 years of relevant experience.

KNOWLEDGE, SKILLS & ABILITIES

- Strong knowledge in project management methodologies.



- Excellent interpersonal, verbal and written communication skills.
- Self-motivated, proactive, action-oriented and results-driven.
- Flexible and able to adapt quickly in a fast moving environment that supports students and schools.
- Strong team player and proven ability to collaborate across teams.
- Excellent time management and organizational skills.
- Demonstrated ability to lead a team, coach and mentor team members.
- Public speaking and meeting facilitation skills.
- Ability to build strong and trusting relationships with clients, direct reports and senior management.
- Strong technical skills.
- Ability to work under pressure and meet deadlines.
- Ability to juggle many competing priorities and organize own work.
- Ability to be flexible and adapt as needed between in-person environments.

ESSENTIAL DUTIES

- Provides strong leadership to the IT Project Management team and ensures a high level of customer service.
- Provides oversight to all IT projects and ensures proper application of project management methodologies.
- Builds relationships and collaborates with key business leaders in the District to establish strategic plans and a roadmap that is in line with a progressive business culture.
- Provides project management, vendor management and technology leadership across the District's IT project portfolio, business units and schools.
- Monitors the progress of all IT projects and facilitates proper project reviews at established project toll gates.
- Establishes a robust set of key performance indicators and tracking reports that provide a clear view of the performance of the team and drive improvements in customer service and successful project delivery.
- Coaches and supports the IT Project Management team as well as builds and maintains relationships with customers (users), vendors and stakeholders.
- Creates and maintains proper documentation for all projects and establishes processes, procedures and standards as necessary.
- Remains abreast of developments and best practices in the project management discipline and builds relationships with external providers and industry experts to bring the most current thinking to the District.
- Recommends enhancements or changes to applications or architecture to further improve the efficiency, performance and reliability of the production environment and work collaboratively with customers to implement the enhancements.
- Ensures the team provides effective leadership on project, high level professionalism and successful completion of IT projects.
- 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.