



REVISED: 01/18/2025
Submitted: 12/17/2024

JOB TITLE:	PROJECT SUPERVISOR
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8556
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises projects involving business-critical technical infrastructure components and supported technologies in the District. The scope of responsibilities can include projects that cover the design, engineering, maintenance, upgrades, and implementation of all systems and peripherals associated with the delivery of technology and services to District staff and students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in preparing and managing information technology specifications and project components of the District's capital construction projects, and provides day-to-day technical, operational, and maintenance support to the Information Technology technical operations, within established budget constraints

Leads the implementation of standards, targets, policies, and plans to maintain and increase the operational efficiency, effectiveness, and meet project deadlines; manages resources (people, funding, materials, equipment, and contractual services) efficiently to meet or exceed the quality, service, and value expectations of our customers

Ensures the operational integrity of all systems by focusing on the quality, environment, reliability, scalability, health, safety, and security of the technical operations

Recommends, develops and implements cost-effective solutions to meet customer expectations and technical requirements, and implements best practices and innovation across all technical operational areas

Implements effective reporting processes and provides analysis and support to Technology leadership with information required for various reports, budgets, ordering process and plans

Works collaboratively with other functional leads to mitigate business risks

Implements and adopts effective communication strategies at all levels of Technology operations

Provides effective project leadership that will enhance the teams' abilities to remain flexible and effective to the changing business needs

Contributes to effective communication by listening and providing constructive feedback; supporting the creation of an open and honest work environment; cascading and sharing knowledge and information relevant to other members of the team and colleagues across the business

May evaluate staff if assigned

Performs other duties as assigned by the designated supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Bachelor's Degree or Five (5) years of directly related experience
Three (3) years of verifiable experience managing a technical services team
Project management experience with resource and cost planning, and estimation
A current, relevant, and industry-recognized certification, or the ability to complete department designated and department-paid certification(s) within twelve (12) months of hire
Effective communication skills
DESIRABLE QUALIFICATIONS
PMP, ITIL, Vendor Related Certifications
Experience in a diverse workplace