

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Project Manager, DWA	<b>REPORTS TO:</b>	Executive Director, IT
<b>DEPARTMENT:</b>	District Wide Applications	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	049 AASD Supervisors'
<b>ISSUED:</b>	March 25, 2003		

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### **BASIC FUNCTION:**

Plan, develop, organize, and implement the District Wide Applications (DWA) program; direct, supervise and evaluate the work of staff.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

### **E = Essential Functions**

Plan, organize, develop, implement and maintain the DWA program scope, systems, and operations. **E**

Use DWA project management methodologies to direct and manage DWA projects and assigned staff. **E**

Plan and direct establishment of work groups, committees and/or task forces related to the DWA program. **E**

Work directly with district management to develop and implement procedures to review/change district functions to industry best practices. **E**

Establish and implement strategic and tactical direction, process, and procedures for DWA initiatives; develop measures for DWA initiative achievement and effectiveness. **E**

Plan, direct and control DWA initiatives across the district branches, divisions and departments. **E**

Coordinate the district's interface with community, private sector and government agency representatives regarding application initiatives. **E**

Provide leadership in negotiation of DWA program agreements. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. **E**

Communicate with administrators, staff and program vendors to coordinate activities and programs, resolve issues and conflicts, and exchange information. **E**

Review and approve key DWA program deliverables. **E**

Ensure DWA program compliance with applicable rules, regulations, policies, and procedures. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a major in Business Administration or other related field and two years of recent, progressively responsible related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Project management and basic business principles.  
Budget preparation and control.  
Oral and written communication skills.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, develop, implement, and maintain DWA initiatives.  
Provide district-wide leadership and expertise in planning and developing technology strategies.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Operate standard office equipment including microcomputers and related software applications.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with others.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Train, supervise, and evaluate the work of others.  
Work independently with little direction.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.26.04—PeopleSoft

Job Code 6559

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