



Job Title: Project Manager Technology

Exemption Status: Exempt

Reports to: Director of IT Operations and Budget

Date Revised: May 2023

Dept./School: IT Operations, Assets, and Budget

Pay Grade: 209

Primary Purpose:

Identify and manage technology implications for Bond-funded construction and local capital improvement projects. Coordinate technology asset deployment projects.

Qualifications:

Education/Certification:

- Bachelor's degree in Business Administration, Computer Technology, Project Management, Construction Management, or related field with (5) years of experience **OR**
- High School diploma or equivalent with eight (8) years of experience

Experience:

- Minimum of five (5) years of project management experience with a Bachelor's degree **OR**
- Minimum of eight (8) years of project management experience with a High School diploma or equivalent
- Minimum of three (3) years of supervisory experience
- Project management experience ranging from start-up pilot programs to large-scale technical projects, preferred

Special Knowledge/Skills:

- Excellent communication, interpersonal, and customer care focus
- Excellent time management skills, able to plan/organize/complete work across multiple concurrent projects with various timeline constraints
- Knowledge and experience in the project management life cycle
- Knowledge and experience in monitoring project progress and in quality assurance of deliverables and documentation
- Knowledge of AV/IT convergence
- Knowledge of audio/visual systems and equipment, including projection, flat panel displays, control systems, and integration.
- Knowledge of data network cabling and infrastructure design, installation, or maintenance
- Knowledge and experience in reading a standard architectural drawing
- Ability to present to executive leadership teams and other high-level audiences
- Proficient in all Microsoft tools, including Office and Project
- Proficient in the use of applications of G-Suite (Google)

Major Responsibilities and Duties

1. Establish, implement, and manage an effective process for 1) identifying ICT implications for proposed capital improvement projects, 2) creating a plan for the ICT components, 3) managing the plan through successful completion, and 4) ensuring project compliance with all applicable rules and regulations, including E-Rate.
2. Manage assigned project personnel to ensure the successful completion of assigned tasks and compliance with all applicable rules and regulations.
3. Develop and manage general and bond-funded technology projects within specified budget, scope, and timelines.

4. Coordinate with various departments, including the Bond Construction Office, to ensure District standards are met and technology systems are installed per specification.
5. Coordinate among the various departments involved in facility improvement projects at the district's campuses and ensure alignment with General and Bond-funded technology projects.
6. Develop, implement, and oversee plans and procedures for installing and configuring acquired technology.
7. Research and prepare technical specifications (RFPs) for equipment and/or software to support Garland ISD teaching, learning, and support; serve on RFP review committees.
8. Develop or update project plans for information technology projects, including project objectives, technologies, systems, information specifications, schedules, funding, and staffing.
9. Identify the need for initial or supplemental project resources.
10. Prepare and deliver weekly and monthly reports that describe completed projects and update progress against project plans.
11. Lead meetings with project teams in project planning, execution, documentation, and project closure to ensure program integrity.
12. Maintain documentation on assigned project plans, acquisition processes, execution documents, and project closeout deliverables.
13. Develop and maintain effective working relationships with internal management, vendors, facility owners, General Contractors, and other trades involved in a project.
14. Coordinate and cooperate with departments within and outside Technology and Information Systems to ensure excellent customer service outcomes.
15. Ensure all ICT projects, both internal and external, are executed in accordance with internal IT asset management policies.
16. Periodically plan and conduct IT asset management activities.
17. Participate in developing and maintaining long-term strategies and replacement plans for District technology needs
18. Collaborate with organizational policy-makers to establish and enforce proper technology practices and procedures.
19. Maintain up-to-date knowledge of technology contracts and supervise contract-based installations.

Other:

20. Continually work to improve customer service perception, delivery, and satisfaction, driving a performance-based culture.
21. Provide feedback to management to continuously improve technology deployments and day-to-day workflows.
22. Document internal processes and procedures related to duties and responsibilities.
23. Perform other duties as assigned.

Supervisory Responsibilities

Supervises various external teams and works collaboratively with support staff; develops project-specific work plans; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work, addressing complaints, and resolving problems.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Personal computers and peripherals

Posture: Frequent standing, stooping, bending, kneeling, pushing, and pulling

Motion: Walking; reaching overhead, front, side, and back

Lifting: Moderate strength needed in arms, shoulders, back, and legs; lifting to 10-25 pounds

Environment: Work inside office, classroom, and computer lab environments

Mental Demands: Frequent district-wide travel; occasional prolonged and irregular hours

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____