



Project Mngr 2 PT / Admin Data

Purpose Statement

The job of Project Mngr 2 PT / Admin Data is done for the purpose/s of managing the use of technology within the District administrative structure under the direction of the Personnel Director with specific responsibilities for managing logical and physical data bases; coordinating data base development as part of project team; applying knowledge of data base design standards and data base management systems; assessing data project requirements; managing all aspects of the administrative data system such as location, space requirements, access methods, security, storage, organization, and reporting.

This job reports to Director of Personnel

Essential Functions

- Analyzes office procedures and information processing problems for the purpose of addressing these problems by developing new systems utilizing internet and database technologies (e.g. HP, UNIX, Oracle, Visual Basic, HTML, MS Office, COBOL, etc.).
- Assists with developing policies and procedures relating to the acquisition and implementation of technology-based solutions for administrative data management (e.g. computers, networking, software, peripherals, etc.) for the purpose of acquiring technology resources within established timeframes in compliance with related requirements.
- Collaborates with internal and external personnel (e.g. systems vendors, peers and user groups, etc.) for the purpose of implementing, maintaining, and/or enhancing services and programs.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Leads the testing and implementation of system modifications for the purpose of ensuring expected results and prevent negative impacts to the existing function and processes.
- Manages the development of the administrative data management solutions for the purpose of ensuring maximum electronic productivity for the Business and Human Resources Departments.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that administrative technology allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Oversees technology operations; the maintenance of services and the implementation of new programs and/or processes for the Business and Human Resources Departments for the purpose of providing services within established timeframes and in compliance with related requirements.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of technology systems required to carry out administrative responsibilities.
- Prepares a wide variety of reference, presentation, policy and administrative materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of providing administrative data, documenting activities, requests and issues; providing audit references, and/or meeting compliance requirements.

- Presents information on a variety of topics related to administrative technology services (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc.
- Researches a wide variety of topics (e.g. policies, current practices, staffing requirements, financial resources, trends in educational technology, telecommunications, networking, media, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.
- Responds to district personnel in regards to administrative technology services for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Serves as liaison to administrative data management software/hardware vendors for the purpose of conveying and/or receiving information and coordinating district administrative data systems activities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices, multiplatform Macintosh & PC; integration of technology into curriculum; major software applicants; design and understand intra and Internet applications; current generation and emerging programming methodology; and operating systems.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

Oracle Database Administration Training HP UX
Training LFAS Training

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Level 2