NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : PROJECT MANAGER
Code: 030030 BLK
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Competitive

GENERAL STATEMENT OF DUTIES

Develops information technology project proposals, cost estimates, budgets, timelines, and schedules, and coordinates all activities required to implement the projects at participating school districts; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties are complex and require considerable judgment and a high level of organizational skill. While this is not a supervisory position, it coordinates and directs the work of technical personnel.

TYPICAL DUTIES

* 1. Develops project proposals, cost estimates, budgets, timelines, and schedules.
* 2. Coordinates the pre-installation activities such as specifying and bidding of hardware, software, and services, and ordering of same.
* 3. Meets with planning committees to discuss strategic and tactical concerns of proposed projects.
* 4. Keeps track of the progress of all activities involved in the projects.
* 5. Schedules specific work such as data line installation, cable installation, electrical work, hardware delivery and installation, software installation, network validation and testing, Local Area Network (LAN) system operation training, and applications training based on the progress of the project.
* 6. Acts as the liaison between the Regional Information Center (RIC) at BOCES and contractors involved in the project implementation, and assures that all contracted work is completed according to specifications and to the satisfaction of the district.
* 7. Coordinates all personnel at the RIC, vendors, contractors, and district buildings and grounds necessary to complete the project.
* 8. Analyzes proposals for, and designs and implements voice systems.
   9. Provides detailed status reports, and coordinates regular status meetings at the district and the RIC.

*ESSENTIAL FUNCTIONS

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of Local and/or Wide Area Networks.
2. Thorough knowledge of project management.
3. Considerable knowledge of the principles, practices, and techniques used in systems analysis and design.
4. Ability to plan, organize, and coordinate the implementation of information technology projects.
5. Ability to schedule specific phases of a project in a timely manner.

6. Ability to establish and maintain effective working relationships with school district personnel, RIC staff, contractors, vendors, and project staff.
7. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS
Training and Experience
Associate's degree from a regionally accredited or New York State registered college or university
and
Three years of satisfactory experience coordinating the implementation of Personal Computer systems and networks.

Necessary Special Requirement
Continuing possession of an appropriate class, valid Driver's License issued by the State of New York may be required.

NOTE: 1. Completion of a program of instruction (minimum of 300 hours) in the computer field at a commercial school registered by the New York State Department of Education or an out-of-state branch of that school may be substituted for the college education.
2. Experience, as outlined above, in excess of the three-year requirement may be substituted for college education on a year-for-year basis.

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