



Position Title:	Director of Project Management Office	
Reports To:	Vice Provost, Chief Information Officer	
Department:	Information Technology	Job Code: 0365-00E
Prepared By/Date:	Carol Flynn/08-2006	Job Group: PEC
Approved By/Date:	Karl Herleman/07-2007	Salary Grade: 18
Revised:	Jennifer C. Brito/08-07-2009	FLSA Status: Exempt

Summary:

The Director of the Project Management Office (PMO) builds, leads, and manages the PMO for the District Information Technology (IT) team. This includes the portfolio of programs and projects, the project management methodology, process, prioritization, and governance. The PMO Director creates the PMO strategy, mission, staffing plan, and budget. The PMO Director will also be responsible for building, leading and managing the Business Analysis (BA) function as part of the PMO. The BA function is responsible for analyzing business needs and working with stakeholders to propose and deliver cost effective solutions.

Essential Duties and Responsibilities:

- Manages the development, implementation, and maintenance of project management policies, standards, guidelines, baselines, processes, and procedures in compliance with state and federal regulations and standards.
- Educates and provides thought leadership for the introduction of project management methodologies in IT product and process development.
- Manages client expectations and collaborates with the client to acquire needed information and direction on their projects.
- Provides project management services such as initiating, planning, prioritizing, scheduling, estimating, costing, risk analysis/management, and tracking and oversight.
- Manages an operating budget up to \$250k and is responsible for subordinates' salaries of \$140k to \$1400k.
- Assigns project managers and/or other resources to projects or programs.
- Ensures project requirements are elicited, collected, refined, and achieved in a high quality and timely fashion within budget guidelines.
- Monitors and reports on compliance and consistency with lifecycle, architectural and enterprise standards.
- Engages with and actively influence an integrated approach to project management and business analysis with Quality Assurance, Security, Application Development and Operations teams.
- Serves as a member of the senior IT leadership team to improve the overall quality of processes, functions, and tools within the organization.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and understanding of higher education, governmental agency or corporate/industry project management methodologies; PMI certification required.
- Knowledge of related Acts: Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability Accountability Act (HIPAA), Gramm-Leach-Bliley (GLB) Act, Communications Assistance for Law Enforcement Act (CALEA).
- Knowledge and understanding of college organization, goals and objectives, and policies and

procedures.

- Knowledge of the current and developing information technology services requirements in a large educational institution.
- Knowledge of industry information technology and impact on processes.
- Knowledge and experience with vendor and contract negotiation.
- Persuasive leader who can serve as an effective member of the leadership team and communicate project management and business analysis related concepts to a broad range of technical and non-technical employees.
- Excellent organizational and communication skills (both oral and written).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Strong cross group negotiation and conflict management skills.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to work and effectively prioritize in a highly dynamic decentralized work environment.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to carry out supervisory responsibilities in accordance with the College's policies and applicable laws, including: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Ability to work with user communities of diverse backgrounds and skill levels.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must occasionally lift and/or move up to 25 pounds. The employee is frequently required to stand; walk; talk and hear; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as "essential." This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master of Science (MS) in Computer Science or Information Systems or MBA and five (5) years of progressive experience in computing and information technology with emphasis in Project Management and Business Analysis; or Bachelor of Science (BS) from an accredited college/university in a related field of study such as Computer Science or Information Systems and nine (9) years of progressive experience in computing and information technology with emphasis in Project Management and Business Analysis.
- Must possess proficiency in Microsoft Windows, Mac OS X, z/OS platforms, and Unix/Linux operating systems.
- Must be proficient in the following languages: Visual Basic, Java and C+.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name