



Position: Information Technology Project Facilitator	Position Number:
Department/Site: I.T.	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Vice President Director, dean, or another administrator in assigned area	Salary Range: 48

DESCRIPTION:

Under limited supervision of the Vice President, Information Technology Resources, or another area administrator, the IT Project Facilitator serves as a functional lead for technical tasks and projects in the assigned areas of responsibility, as determined and directed by the leadership; collaborates frequently with management, staff, faculty, and vendors and is responsible for strategic coordination of short and long-term technology projects. Prepares final versions of agreements and documents. Assesses compliance with related District policies and procedures and applicable laws, guidelines, and mandates to provide reports to leadership. Requires independent judgment in the performance of assigned duties and an understanding of how assignments impact the operations and compliance reporting of the District.

DISTINGUISHING CHARACTERISTICS

Experienced professional who knows modern technology project management principles and practices, including agile and waterfall methodologies. Independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes, and documents problems/issues of diverse scope; and collaborates with stakeholders to recommend solutions.

Applies skills as a seasoned, experienced professional with a full understanding of industry-wide business processes, analysis practices, and organizational policies and procedures. Resolves a wide range of business process issues of moderate to complex scope. Demonstrates good judgment in selecting methods and techniques to implement projects.

REPRESENTATIVE DUTIES:

- Develops and oversees the implementation of detailed timelines, budgets, and processes for all tasks and activities of a project; collects technical requirements; develops, maintains, and routinely updates detailed work plans and tracking systems for project activities such as work planning and progress toward key milestones.
- Establishes clear processes and tools to facilitate communication and reporting across projects; schedules, facilitates, and attends a variety of professional meetings and project status update meetings; develops and prepares project status reports.
- Assists with the development and documentation of business requirements and solutions; documents project accomplishments, challenges, and lessons learned; researches, composes,

and disseminates information as appropriate within District timelines in compliance with District procedures.

- Serves as a liaison and coordinates activities between various internal staff teams and consultants to provide regular communications and project updates.
- Oversees and coordinates the preparation, monitoring, and invoicing of contracts for consultants and subcontractors; monitors project budgets.
- Balances prioritization of project demands and timelines; coordinates support activities and services for successful completion of projects, monitors completion of project phases; identifies and resolves issues delaying progress or delivery of projects and services.
- Assists in developing and implementing Districtwide policies and procedures; assists in the development and implementation of a variety of District initiatives, operational, administrative, and program policies and procedures.
- Performs complex word processing, spreadsheet, project mapping, and report writing tasks using a wide variety of software applications and techniques; composes, prepares, and proofreads a wide variety of correspondence, reports, and specialized documents.
- Performs other related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of public administration including planning, organization, directing, and control.
- Principles and practices of project management methodologies, including agile and waterfall
- Office procedures, methods, and equipment, including computers and software applications; such as word processing, spreadsheets, presentation software and databases.
- Principle and practices of effective team leadership
- Principles and practices used to establish and maintain files, record keeping and information retrieval systems.
- Principles, practices, and procedures of business communications and report writing, fiscal, statistical, and administrative research and report preparation.
- Work organization and office management principles and practices.
- Proper language usage, spelling, grammar and punctuation.
- College policies and procedures applicable to the area of assignment.
- Pertinent federal, state and local laws, codes and regulations.

Skills and abilities to:

- Initiate and prioritize complex, multidisciplinary efforts.
- Effectively and independently problem-solve, analyze data with multiple abstract variables. Develop options and make recommendations.
- Communicate clearly and concisely, orally and in writing.
- Think critically, use independent judgment, be detail oriented, and understand the impact and secondary effects of decisions.

- Work in a team environment, under pressure, and meet deadlines.
- Organize and schedule work to maximize efficiency.
- Work independently with minimal supervision.
- Track, manage and deliver on multiple projects running in parallel.
- Prepare and maintain accurate, comprehensive technical and non-standardized reports and projections.
- Interpret, explain and apply District, State, and Federal policies, regulations, and laws.
- Establish and maintain effective working relationships.
- Sensitivity to and understanding of, the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students and staff.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited four-year college or university with a major in public or business administration, computer science, or a related field; and
- Three (3) years of contract management assessment, development, research, and data collection work, or three (3) years of project management, preferably in a public sector organization.
- Student information systems experience is highly desirable.
- Project Management Professional (PMI) or comparable certification is highly desirable.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Remote work option available.

Office environment, at a desk, or at a computer; constant interruptions; regular contact in person, by telephone, or by email with all levels of employee at the District and the general public; dexterity of hands and fingers to operate a computer keyboard; sitting for extended periods of time; may lift, carry, and/or move objects weighing up to 20 pounds.