



Job Title: Project Manager, Information Technology

Department: Information and Analytics

Reports To: Executive Director of Information Technology

Grade: BG-09

Number of Days: 12 Months

Overtime Status: Exempt

Last Revised Date: August 18, 2014

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Implement, manage, coordinate, and ensure successful and timely completion of projects for multiple departments and perform other related assigned duties.

Minimum Qualifications:

- Bachelor's degree in Business Administration and/or equivalent work experience
- PMI certification or equivalent required
- Minimum of five years project management experience

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs project management duties, including planning, prioritizing, coordinating, and controlling the analysis, design, implementation, documentation, testing and maintenance phases, if applicable, for projects
- Determines and assigns/delegates and deploys personnel and technical resources required to successfully complete projects on schedule and within budget, ensuring project objectives fulfilled
- Provides guidance and assistance to project personnel and mentoring on project management methodology
- Employs project planning and control for the development and maintenance of project schedules
- Assesses projects risk on a regular basis, taking appropriate action to ensure project objectives are timely and successfully met
- Maintains and Provides regular comprehensive status reports and project schedules
- Conducts training needs analysis, interviewing and surveying to aid in planning training programs, meet business needs and assist in developing, implementing and providing training materials
- Prepares proposals for new projects
- Develops RFP's/specifications for new systems/modules and evaluates vendor responses
- Leads and/or attends various meetings to communicate information, advise, recommend and make presentations created to present technical proposals/plans/documentation
- Must report to work on a regular and timely basis
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Good knowledge of project management methodology
- Ability to effectively employ concepts and techniques of project management, including planning, control and deployment of resources; ability to manage tasks, resources, vendors and assess risks; ability to analyze complex concepts/ideas
- Ability to plan training programs; ability to work, mentor and provide guidance/training to all levels of personnel
- Ability to effectively communicate both verbally and in writing, creating and making public presentations; ability to work independently and as a team
- Ability to understand project management methodology and take responsibility for successful management and completion of projects
- Ability to work on fast-paced, multiple projects of varying complexity with tight deadlines, continually adapting to changing priorities
- Ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding

Supervisory Responsibilities:

- Must be able to effectively lead a team while encouraging and motivating team members

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Professional office environment
- Some local travel between TPS sites may be required
- Overtime may be required, occasionally, to meet project deadlines

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.