Wayne-Finger Lakes BOCES
Vacancy @ the Regional Support Center in Newark, NY
Starting salary - $70,000

Candidate will be appointed on a Provisional basis pending qualification in a Civil Service examination, when next offered. Following successful completion of the exam, the candidate may receive a Probationary Permanent appointment.

INFORMATION TECHNOLOGY PROJECT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the coordination of technology projects, managing specific groups of technology staff, and working with administrative staff to identify, recommend, implement, and support cost-effective technology solutions. The work is performed under the general supervision of the Director of Education Technology with wide leeway permitted for the exercise of independent judgment in carrying out the duties of the position. Some duties of the position may require local and/or multi-county travel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Manages information technology projects in a district setting by developing project proposals, quotes, procurement documents, cost estimates, timelines, and schedules;
Establishes short- and long-range plans, prepares workload, coordinates meetings, and creates progress reports;
Coordinates activities of staff and third parties/vendors during project execution;
Meets with administration to discuss strategic tactical concerns;
Responsible for final approval of a completed project to goals and objectives have been met;
Develops best practices and tools for project execution and management;
Responsible for coordination of project performance with other work of the department;
Ensures appropriate resources and vendors are available for projects, products and services;
Assists staff with projects and activities at an operational level;
Coaches mentors and team members to influence them to take positive action and accountability for their assigned work;
Assists with vendor selection and in developing computer related vendor contracts;
May travel locally and/or over multiple counties to oversee projects on various agency campuses.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSON CHARACTERISTICS:
Thorough knowledge of current information technology hardware and software needs; good technical knowledge of the capabilities and requirements of telecommunication and local and wide-area networks; good knowledge of the components of a technical environment, i.e. network hardware and software; good knowledge of project management requirements including facilitation, mediation, project tracking and financial tracking; working knowledge of system analysis; knowledge of the principles and practices of public administration and budgeting; ability to communicate ideas in both technical and user-friendly language; ability to exercise good judgment in evaluating situations, making decisions, and establishing priorities; ability to coordinate multiple initiatives simultaneously; ability to plan, compile and prepare comprehensive statistical and narrative reports; ability to establish and maintain effective working relationships; ability to follow complex oral and written instructions; ability to express oneself clearly and concisely, both orally and in writing; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships; ability to think creatively and logically; strong leadership skills; initiative and resourcefulness; physical condition commensurate with the demands of the position,

INFORMATION TECHNOLOGY PROJECT MANAGER

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in a computer science field AND three (3) years of full-time, paid experience, or it's part-time equivalent, in computer programming, computer design, network administration or systems development or administration; one (1) year of which shall have been in *information technology project management; OR

2. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in a computer science field AND five (5) years of experience as described in (1) above; OR

3. An equivalent combination of education and experience as defined by the limits of (1) and (2) above.

* Information Technology Project Management is defined as:
1. Experience in systems design and development;
2. Experience in managing small to medium scale Information Technology projects;
3. Experience in Information Technology operations.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of a valid New York State driver's license at time of appointment and maintenance of such license throughout the tenure of appointment.