

**Associate Director, IT Project Management  
District Office  
Kern Community College District  
JOB DESCRIPTION**

## **Definition**

Reporting to the Vice Chancellor IT\CIO or Designee, the Associate Director of IT Project Management is responsible for how KCCCD manages its IT project portfolio. This includes project management methodology, standards, prioritization, governance and realizing and measuring the benefits that projects bring to Kern Community College District. This position will supervise and mentor Enterprise IT Project Managers and have overall accountability for PMO within the IT department.

## **Examples of Duties**

1. Provide operational oversight for the IT project management office and any assigned processes or systems.
2. Provide leadership and operational excellence of the project management office.
3. Lead and direct projects and ensure projects are completed on time, within budget and meet stakeholder requirements.
4. Effectively communicate project information including providing accurate and timely information exchange between stakeholders, team members, IT management and oversight groups.
5. Manage the project team, driving motivation, collaboration, and performance.
6. Identify, prioritize, and coordinate mitigation of project risks.
7. Ensures that the IT PMO uses established processes and standards to ensure consistent experiences. Modifies and/or establish processes and standards to ensure compliance with project management best practice and institutional needs.
8. Provide district-wide leadership on project prioritization, including the development and administration of a prioritization framework.
9. Lead large teams of diverse stakeholders to drive complex projects/programs/campaigns to completion within defined scope, quality, time, and budget requirements.

10. Ensure quality control of IT project management processes by structuring and leading project status review, lead cross-team post-completion reviews, and other processes to ensure continuous improvement of IT project management operations.
11. Plans, directs, and coordinates activities of technology projects to ensure that goals or objectives of projects are accomplished within prescribed time frames and funding parameters.
12. Review project proposals or plans to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available departmental resources to various project phases.
13. Establish, validate, and adjust project schedules as needed; conduct project audits and walkthroughs; review project deliverables; coordinate and facilitate meetings with users and staff regarding proposed and current business processes related to the project; coordinate project activities with other district office and college departments.
14. Establish standards and procedures for project and project portfolio reporting; provide project reports for management, stakeholders, or others; develop and implement communications strategies to ensure timely information is provided to IT management and stakeholders.
15. Develop project documentation (e.g., charter/scope, milestones/schedules, roles & responsibilities, etc.) in collaboration with project sponsor and involved stakeholders.
16. Participate in selecting project team members; confer with project staff to outline work plan; plan, prioritize, assign, guide, supervise and review the work of assigned project and technical staff to meet project goals.
17. Establish and maintain strong, cooperative, and effective working relationships with faculty, staff, students, and community partnerships.
18. Provide leadership and motivation to project team members throughout the project life cycle.
19. Triage and resolve complex project issues with appropriate team members.
20. Develop skills and abilities of assigned project team members by providing or coordinating training; plan, direct, coordinate and review the work plan for staff assigned to project; review and evaluate work products, tools, methods, and procedures; work closely with team members' managers to provide supervision and address performance and personnel issues that arise during the project assignment.
21. Develop and help execute comprehensive change management strategy relative to project scope and stakeholders; orchestrate and lead change management to ensure project success.
22. Manage and monitor project budgets.

23. Plan for and ensure satisfactory transition of 'care, custody, and control' of the project's 'product' upon completion.
24. Support development of organizational project management goals and capabilities and develop a culture of project management throughout KCCD through training, mentoring and by example.
25. Participate in the development and continuous improvement of KCCD's project proposal, charters, plans, review, and prioritization processes.
26. Participate as a member of KCCD's IT management team in the development, prioritizing, budgeting, and planning of projects, project portfolio management and related initiatives.
27. Perform other duties as assigned.

## **Minimum Qualifications**

### **Minimum:**

- A bachelor's degree in a related field and five (5) years of experience in IT project management; or associate degree in related field and seven (7) years of IT project management.
- Project Management Professional (PMP) certification, Prince2 or equivalent certifications; or two (2) years of additional IT project management experience.

### **Desired:**

- Experience successfully managing IT projects in a higher education environment.
- Experience successfully managing complex ERP, networking, or security projects.

## **Knowledge and Abilities**

- Demonstrated ability to drive successful project planning and execution.
- Solid project management skills with ability to multitask and manage multiple small to large projects in a cross-functional environment.
- Exceptional verbal and written communication skills; expertise in setting and managing customer expectations.

- Demonstrated resilience, diplomacy, influence, relationship building and problem-solving skills in a variety of situations.
- Demonstrated record of project management success, both in results achieved and in use of best practices project management methodology.
- Demonstrated ability to lead and motivate staff and to apply skills and techniques to solve dynamic problems.
- Strong teamwork and interpersonal skills.
- Excellent analytical, planning, and organizational skills.

Ability to:

- Plan, organize, and direct daily operations of assigned areas.
- Provide direction, train, and evaluate assigned staff.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Develop and implement strategies to identify and mitigate risks.
- Build and manage project budgets, plans, and objectives.
- Train, mentor, and coach non-project managers in project management.
- Be self-directed and driven.
- Represent the district in a professional manner.
- Demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.
- Establish and maintain collaborative and effective working relationships with a variety college staff and community partners.
- Develop and implement strategies to identify and facilitate change management.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Status/Rationale

This is a classified administrator position.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

R.11/2023