

IT INFRASTRUCTURE PROJECT/PROGRAM MANAGER	1172
SENIOR IT INFRASTRUCTURE PROJECT/PROGRAM MANAGER	1173

#### DEFINITION

Plans and manages Information Technology infrastructure projects or programs to achieve results on-time and within budget and ensures funding source compliance.

#### TYPICAL DUTIES

Develops, analyzes, directs, and monitors the installation, construction, upgrades, replacement and/or deferred maintenance of various low-voltage Information Technology systems such as: local area networks, telecommunication, public address/intercommunication systems, intrusion alarms, cable television, closed circuit television, and other IT related systems.

Manages, coordinates and ensures compliance requirements outlined by funding sources such as E-rate, bond, stimulus, categorical, and other funding sources.

Directs work pertaining to the planning, implementation, and monitoring of IT projects and coordinates project activities with IT personnel, Facilities Services Division personnel, administrators, equipment suppliers, and/or other involved participants within the community.

Coordinates Bond, State, and Federally funded technology low-voltage, or telecommunications system installations and ensures conformance with funding requirements.

Coordinates activities associated with design, contract solicitation, product installation, and quality assurance/inspection with principals and District offices, including Maintenance and Operations, New and Existing Facilities, and related organizational units/community associations.

Determines which projects require review or approval by the Board of Education as well as the Bond Oversight committee.

Prepares and/or coordinates applications for projects and submits project information for review and/or approval.

Gathers and analyzes data to prepare project budgets and maintains responsibility and oversight of project fiscal controls and cost management.

Analyzes and evaluates requests for specialized IT equipment installations and develops feasibility studies along with short term/long term site impact reports.

Coordinates environmental impact studies to determine the likelihood of the proposed project compromising hazardous materials.

Develops, reviews and evaluates time management plans and schedules associated with project progress and develops recovery schedule to meet stipulated contract completion date if necessary.

Participates in the coordination and development of current and future technology solutions that meet the needs for schools and administrative offices.

Performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior IT Infrastructure Project/Program Manager directs activities concerning the design, planning, installation, coordination, program funding compliance, and support of low-voltage or telecommunication system projects throughout the District and supervises IT Infrastructure Project /Program Managers.

An IT Infrastructure Project/Program Manager performs the same duties as a Senior IT Infrastructure Project/Program Manager except that an IT Infrastructure Project/Program Manager manages less complex projects and does not supervise other Project Managers.

## SUPERVISION

A Senior IT Infrastructure Project/Program Manager receives general direction from the Director or Deputy Director of IT Infrastructure Project Management, and provides general direction over IT Infrastructure Project/Program Managers and other project personnel as assigned. An IT Infrastructure Project/Program Manager receives general direction from a Senior IT Infrastructure Project/Program Manager or a Director or Deputy Branch Director and exercises supervision over assigned project personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of organization, management, and supervision
- District standards and legal provisions governing construction and finance
- Principles of budgetary planning and control
- Requirements and policies related to bond, E-rate, or other funding sources
- Understanding of local and State building codes and safety regulations
- General characteristics of the District's low voltage communication systems that include, but are not limited to, local area networks, analog and digital telephone systems, intercommunication, public address, intrusion, and cable television systems and how these systems are installed in relationship to school building architectural features and construction elements
- Principles of facilities and technology planning as related to economy of maintenance, growth, and adaptability to multi-functional usage
- General characteristics and relative costs of methods of maintenance and/or construction, architectural features, and building and room designs suitable for school uses

### Ability to:

- Read and interpret design documentation, plans, and specifications
- Plan, coordinate, and provide leadership in complex activities involving many participants
- Estimate material, equipment, and labor costs
- Collect, classify, analyze, interpret, and explain statistical and budgetary data
- Prepare clear, concise reports and documents
- Analyze and make recommendations on infrastructure installation and implementation issues
- Make effective oral presentations
- Prepare critical path schedules

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in architecture, engineering, or a related field. Additional qualifying experience may be substituted on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

IT Infrastructure Project/Program Manager: Three years of experience in professional project or program management that involved designing, planning, installation, integration, funding compliance and/or quality assurance of which at least two years must have been in low voltage and/or telecommunication systems.

Senior IT Infrastructure Project/Program Manager: Four years of experience in professional project or program management that involved designing, planning, installation, integration, and/or quality assurance of which at least two years must have been in low voltage and/or telecommunication systems.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

SPECIAL NOTE:

Management classifications.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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From IT Infrastructure Project Manager  
06-24-09  
MT

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05-20-25  
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Language Only