

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	K-12 Project Manager	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Manager II	FLSA:	Exempt

and invoice reviews; brings significant vendor issues and concerns to business sponsor for appropriate resolution.

E

Provide leadership in all areas of the project, including direction, meeting preparation, scheduling and facilitation, developing and adhering to the agenda, provide supporting documentation, and ensuring desired meeting outcomes.

E

Provide oversight in documentation development and refinement of business requirements, business processes, and training materials. **E**

Manage project resources and arrange for recruitment or assignment of project staff. **E**

Coordinate with staff assigned to the project to ensure that work is completed on time and within budget. **E**

Ensure that project deliverables are of acceptable quality. **E**

Mitigate risks, bringing significant risks to the attention of the business sponsor(s) in a timely manner. **E**

Manage and document scope changes and budget implications and obtain necessary approvals. **E**

Promote and support a culture of collaboration, accountability and active engagement to move the project forward, leverage resources, resolve issues, and reach consensus. **E**

Recognize the importance of acknowledging milestones, successes, and group and individual contributions to ensure the team works in the most effective manner, consistent with the District's code of ethics. **E**

Provide leadership on project communication ensuring that project sponsor, stakeholders, members, vendors, and other related project staff are kept apprised of status, issues, and near term coordination of tasks and needs to keep the project on track. **E**

Identify, recommend, and promote approaches, standards, practices and tools/resources supporting the effective and efficient execution of District projects. **E**

Lead and work with District improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working

effective stakeholder and participant communications. Demonstrated expertise in the execution of complex projects in a K-12 environment and

Produce reports and recommendations that are evidence-based and compliant.

Create and maintain strong relationships interdepartmentally to advance the District's mission and ensure positive outcomes.

Create and maintain strong relationships externally, including independent management of contracted services with research organizations, universities, and others.

Coordinate logistics as well as ability to be flexible and problem-solve.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift moderate to heavy objects.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.