ANTELOPE VALLEY COLLEGE
invites applications for the position of:

Manager Projects (Re-advertised)

SALARY:	$7,093.35 Monthly
DEPARTMENT:	Information Technology Services
OPENING DATE:	08/11/22
CLOSING DATE:	09/21/22 11:59 PM
	31
	Campus hour of operations: Monday - Thursday 7:30 am to 6:00 pm, Friday 7:30 am to 11:30 am. Exact work schedule based on a 40 hours work week. Hours not to exceed 40 hours per week. Work schedule may be subject to change by supervisor based on department needs and college hours of operation.
	October/November 2022
	Cover Letter, Resume, Transcripts for all Degrees

DESCRIPTION:

Under direction of the Executive Director of Information Technology Services or designee, the incumbent is responsible for developing, organizing, planning, coordinating, and implementing comprehensive district-wide technology projects. Performs and participates in the initial evaluation and planning stages of complex district-wide programs or projects, and facilitating projects throughout an entire life cycle. This includes specific knowledge areas, but not limited to, cost, time, scope, procurement and communication. The incumbent works closely with developers, service managers, stake holders, and end users to plan and execute projects, assess and respond to risks, and identify and track issues. The Project Manager summarizes and reports on project statuses, project team members, associated consultants and vendor account managers, as well as create and maintain complete accurate project documentation.

REPRESENTATIVE DUTIES:

- Develops, organizes, plans, implements, and coordinates day-to-day functions, activities, and services of projects to ensure that goals and objectives of assigned projects are accomplished within prescribed time frame, quality, scope, and funding parameters.
- Uses disciplined project management methodologies to ensure assigned IT projects are completed on time and within budget.
- Reviews project proposals or plans, to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of the project.
- Responsible for coordinating ERP projects, software, infrastructure, security and integration.

- Responsible for deliverables, work packages and overall business solutions, including tracking of project progress and assessing project trade-offs across scope, timing, and resources.
- Creates and maintains online program/project documents.
- Plans program/project budgets in conjunction with management and other staff; monitors budget expenditures; makes recommendations for changes to staffing, budgets, timelines, and scope.
- Develop and coordinate trainings, seminars and workshops related to the assigned program or project.
- Identifies and recruits program participants and/or project stakeholders.
- Provides leadership and guidance to project's team members and to the satisfaction of project stakeholders.
- Trains and leads staff assigned to program or project.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION & EXPEREINCE:

- Bachelor's Degree from an accredited college or university in information technology, computer sciences, business, public administration or a related field, and two (2) years professional experience in project management, business analysis; **OR**
- Associate's degree from an accredited college or university in information technology, computer sciences, business, public administration or a related field, and four (4) years of professional experience in project management, business analysis. One year of education or 30 semester unit equivalent may be substituted for 1 year of experience.

Examples of professional experience may include:

- Experience managing cross-functional project teams using leadership, communication, and negotiation skills
- Knowledge of managing risks, scope, communication, issues, and cross-project dependencies
- Full life cycle project management experience in a software development environment
- Proficiency in project budget preparation and monitoring
- Demonstrated knowledge and proficiency in the use of office productivity software (word processing, spreadsheet, project management software, database management, email) using personal computers and the Internet
- Knowledge of organizational and communication skills to effectively manage concurrent projects and multidisciplinary teams with minimal supervision
- Knowledge of project and process improvement orientation with experience in delivering solutions under very tight timelines
- Experience in interfacing effectively with all levels and across organizational lines, including the business units and demonstrated success at building team relationships and partnerships across organizational lines
- Proven ability to coordinate and conducts project status meetings, presentations, follow-up reports, sending out of agendas and meeting minutes for business stakeholders
- Industry-recognized certifications in Project Management; such as PMP, CAPM, etc.
- Knowledge of day-to-day controls of the project plans and schedules while balancing the needs for project success with the skills and capabilities of the project staff

DESIRABLE QUALIFICATIONS:

- Master's Degree in project management, education, engineering, or a related field
- Project Management Professional (PMP) Certification
- Agile certification (CSM, CSP, PMI-ACP)
- Proficient in MS Project and Visio, MS Project Server and SharePoint Server experience

- Expertise in one or more industries, organizational structures, business process design techniques and development methodologies
- Lead and/or contribute as an individual resource or subject matter specialist to cross-functional projects with regards to dates, risks, impact and schedules

OTHER INFORMATION:

KNOWLEDGE OF:

- State-of-the-art theories, applications, techniques, and methods of information technology management as well as educational information technology.
- Principles and techniques of budgeting, budget reporting, and financial management.
- Principles of employee evaluation, staff development, employee relations; concepts of progressive discipline.
- Principles of staff and end-user training and support services, including documentation, on-line, and classroom instruction.
- Modern office procedures and equipment.
- Telecommunications equipment and protocols.
- Information networking standards and best practices.
- Information security best practices

ABILITY TO:

- Provide leadership and direction for the information technology services of the colleges, make decisions, and be held accountable for the results.
- Analyze complex technical, instructional, and administrative information to identify relevant concerns and recognize alternatives and to formulate logical and objective conclusions.
- Develop and recommend modifications to hardware/software, staffing, budget, program dimensions and boundaries.
- Write and orally express difficult and complex concepts clearly and concisely. Communicate networking procedures and requirements to users.
- Analyze problems in computer operations and communications techniques.
- Maintain current knowledge of technological advances in the field.
- Plan and organize work.
- Establish and maintain cooperative and effective working relationships with others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Indirect supervision / direction of project staff and stakeholder requirements in defining and achieving objectives; active collaboration, negotiation, and documentation management of project scope and implementation across the enterprise.

CONTACTS: Co-workers, staff, other departmental personnel, administration, contractors and vendors.

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and to provide work direction
- Seeing to assure accuracy of work
- Dexterity of hands and fingers to operate a computer keyboard

WORKING CONDITIONS:

- Normal office environment.

SUPPLEMENTAL INFORMATION It is the responsibility of each applicant to have all the requested documents submitted through NEOGOV by the deadline date in order to continue in the application process for this position.

APPLICATION INSTRUCTIONS - PLEASE READ

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply for.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
    - This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.
    - All out of the country transcripts must be evaluated prior to submitting them with applications.
        - Any evaluation service member of the National Association of Credential Evaluation Service (NACES) http://www.naces.org/ is acceptable.
    - If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.
    - Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
    - For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)
- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.
- Travel expenses for pre-employment interviews and employment processing will not be authorized.

If you have, any questions or concerns please feel free to contact the Human Resources Office.

EQUAL OPPORTUNITY EMPLOYER:

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment

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Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at http://www.avc.edu/administration/police/

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.schooljobs.com/careers/avc

Position #RN21-56/2 Deadline extended
MANAGER PROJECTS (RE-ADVERTISED)
AP

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