



## Project Coordinator I (Business Operations Analyst I)

### **BASIC FUNCTION**

Coordinate project and management activities to support the delivery of a variety of projects and programs primarily focused within an office by tracking and creating reports on project, tasks, resources and timelines. Acting as a project knowledge center and resource, provide updates and data for project leaders and team members to support the implementation of projects and program solutions.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Track and report on the status of project team activities, including internal staff and vendors and/or contractors. Provide reports and status updates for project leaders. Prepare project status reports by collecting, analyzing and summarizing information and trends.
- Schedule and support the creation of agendas for team meetings and discussions to arrive at consensus and document decisions.
- Track project activities and update project plans to provide up to date status. Communicate with all project team members on obtain and distribute project status information. Document adjustments or revisions to project plans and schedules as necessary.
- Oversee project status and through routine communications mitigate project risk, issue resolution, and promote progress.
- Track action items and deliverables and evaluate project progress to ensure that project stays within the prescribed project timeframe and that project results meet the intended goals, objectives, deadlines, quality standards and stakeholder expectations.
- Support the development and delivery of project communications, including presentations, written status reports, and data reports.
- Develop and maintain detailed, clear, complete and accessible project files and documentation in accordance with legal and District requirements.
- Document adjustments or revisions to project plans and schedules as necessary.
- Implement communication plans to involve and share information and updates with stakeholders. Support the delivery of communications through presentations, written communications, and verbal updates.
- Participate in continual assessment and development of internal project management standards and processes. Ensure that new standards, processes and templates are documented for future projects.
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational business practices with awareness and understanding of their impact in a racially and culturally diverse community.

- Perform related duties as assigned.

### **EDUCATION, TRAINING AND EXPERIENCE**

- Bachelor's degree in Education, Business Administration, Finance, Public Administration, Organizational Development, Statistics, or a related field
- Three (3) years of professional experience in a professional role managing small-to-medium scale programs, projects which included financial analysis, operational analysis, development of policies, procedures, standards and program performance metrics and goals. developing and conducting financial analyses, business operations and organizational studies, administering special programs or projects, basic and/or routine data analyses and policy advisement including preparing written recommendations, formal reports and oral presentations or similar activities is required.
- Experience working in a richly diverse community and K-12 public education is highly desirable.

A Master's degree in one of the above-identified fields will substitute for two (2) years of the required experience.

### **WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

*FLSA: Exempt*

*Approval Date: April 2021*

*Bargaining Unit: Non-Represented*

*Salary Grade: 25*

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).*

*Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.*