



Project Coordinator II (Business Operations Analyst II)

BASIC FUNCTION

Coordinate project and management activities to ensure the delivery of a variety of projects and programs by supporting the development of project goals, expectations, resources and timelines affecting the Office's ability to achieve objectives. Represent executive leadership views for the implementation of projects and program solutions to achieve goals and communicate expectations in relation to projects.

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.

- Manage the execution of project activities from implementation to close-out. Lead project meetings, often representing executive leadership, to review project status and communicate expectations to project team members.
- Coordinate tasks of project teams composed of staff, vendors and/or contractors to execute project implementation plans and monitor work performance, payments and other related activities; facilitate and/or lead project team meetings and discussions to arrive at consensus and document decisions.
- Consult with project or program sponsors, stakeholders and steering committees to ensure that plans meet expectations and support the achievement of project or program objectives; obtain input from organizational partners and external resources as required.
- Oversee project operations, through routine client communications and consultations, risk mitigation, issue resolution, and progress and status reporting; prepare project status reports by collecting, analyzing and summarizing information and trends.
- Track action items and deliverables and evaluate project progress to ensure that project stays within the prescribed project scope, time frame, and budget, and that project results meet the intended goals, objectives, deadlines, quality standards and stakeholder expectations; communicate with project stakeholders' regarding project status and schedules, general issues and concerns.
- Develop and maintain detailed, clear, complete and accessible project files and documentation in accordance with legal and District requirements.
- Initiate, review or approve adjustments or revisions to project plans and schedules as necessary.
- Implement communication plans to involve and share information and updates with stakeholders; deliver communications through presentations, written communications, and verbal updates.
- Serve as liaison between the Office of _____ and project stakeholders; coordinate project planning activities to ensure alignment of new efforts with current and planned programs and inform other teams of potential impacts to their respective areas due to project efforts.
- 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.
- Represent the District and work with a variety of community stakeholder groups; lead and participate on IT related task forces, community information and input meetings, advisory committees and similar District

stakeholder partnerships.

- Assist in strategic planning and program management for multiple, competing projects through the prioritization of tasks, alignment of skills and delegation of resources, including technology, staff and funding as directed.
- 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
- Five (5) years of professional experience in a professional role leading small-to-medium scale programs and projects, developing and conducting financial analyses, business operations and organizational studies, administering special programs or projects, conducting data analyses, developing policies, program standards and performance metrics, including preparing written recommendations, formal reports and oral presentations or similar activities is required.

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

Leading committees, teams and partnerships and experience working in a richly diverse community and K-12 public education is highly desirable.

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: 29

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.