



PROJECT MANAGER I, II CLASSIFICATION SERIES

BASIC FUNCTION

Under general direction, coordinate and complete a variety of district-wide projects on time and within budget; develop project goals, change management strategies, resources, and timelines for project completion.

Manage assigned project(s) in alignment with Portland Public School's Strategic Plan and following standards, practices, and guidelines as established by the district's Strategic Project Management Office (SPMO). Partner with leaders throughout PPS in the development of project goals, support change management activities, and ensure the commitment of resources and timelines for assigned 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.

- Follow common standards for district project management, utilizing recognized project management practices in a variety of domains specifically tailored for the values and vision of PPS ReImagined with a focus on change management principles.
- Develop project plans and manage execution of all project activities from concept and design through implementation and close-out including project objectives, schedules, budget, change management principles, funding, and staffing.
- Consult with project sponsors, stakeholders and steering committees to identify objectives, and translate vision into project plan, to ensure that business and functional requirements meet expectations and achieve agreed upon business outcomes; obtain appropriate input from appropriate, business, technical and academic staff.
- Track action items and deliverables; assign tasks and lead internal and cross-departmental project teams to execute project implementation plans.
- Collaborate with the communications team to execute and present comprehensive project communication plans.
- Provide accountability across teams by making sure appropriate milestones and measurements are built into department and project plans.
- Oversee project operations, risk mitigation, issue resolution, progress and status reporting; assume responsibility for creation of monthly, quarterly and yearly review processes related to strategic plan initiatives, department projects, and company culture.
- Develop and maintain detailed, clear, complete and accessible project files and documentation in accordance with legal and District requirements and industry best practices.
- 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 human resources practices with awareness and understanding of their impact in a racially and culturally diverse community.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices and techniques of effective project management.
- Principles, practices and techniques of effective change management.
- Strategic planning and implementation strategies.

- Report preparation and presentation methods and techniques.
- Organization, workflow management and personnel supervision.
- Principles of managing, developing, motivating and evaluating staff.
- Understands that people come before process.
- The appropriate use of different strategic planning techniques, objectives and metrics.
- Project management applications, software, and technologies.
- Process, workflow, contract and resource management techniques.
- Oral and written communication techniques.
- Effective negotiation, partnership building techniques; interpersonal skills, using tact, patience and courtesy.
- Microsoft Office Suite of software applications.
- Google software suite.
- District policies, procedures, and organizational structure.
- Applicable local, state and federal laws, codes, rules and regulations.

Ability to:

- Effectively plan, schedule, and coordinate, high-level strategic projects.
- Estimate project requirements, and organize resources to meet goals and deadlines.
- Develop shared and measurable goals for the district and department; creating, resourcing, scaling, and leveraging strategies and innovations for district investment and impact.
- Host, prepare and attend events.
- Maintain project methodology standards, policies, best practices, and templates.
- Think critically about a problem, approach from multiple perspectives and adopt an effective course of action.
- Set priorities, manage workflow and perform multiple complex and responsible activities, for multiple projects, concurrently with constantly changing priorities and deadlines.
- Think strategically and develop both short- and long-term plans to meet objectives.
- Conduct studies, analyze data and prepare and present clear, concise oral and written reports.
- Read, interpret and provide detailed information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required.
- Mobilize resources (financial and human) through meaningful engagement.
- Establish and maintain effective working relationships; deliver a high-level of customer service to all stakeholders.
- Communicate effectively both orally and in writing with all levels and types of stakeholders and team members, ranging from executive management to project staff and vendors.
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, system capabilities, and established procedures.
- Handle stressful and/or sensitive situations with tact and diplomacy
- Learn the school district organization and administration.
- Advocate, model, learn and implement Portland Public School's Racial Equity Initiative and other board policies. Maintain confidentiality and demonstrate discretion, initiative and good judgment
- Assure efficient and timely delivery of program services, projects and activities.
- Establish and maintain collaborative working relationships across teams, functions and layers with district staff and external stakeholders.
- Learn and use a variety of technologies and software programs, such as Microsoft Office Suite, PeopleSoft, applicant tracking and other programs.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

All classifications in this series are responsible for providing the full scope of project management activities and oversight for district projects and processes. Employees work with various stakeholders, vendors, district staff and others to analyze and map-out business needs. All levels within this series are required to have understanding and expertise in process

management, resource allocation including budgeting, workflow systems and change management strategies to manage projects from pre-implementation to completion and to ensure completed projects meet the district's needs.

The levels are differentiated by the size and scope of work performed, the levels of independence, complexity and/or visibility of projects and in and leadership over projects, processes, staff and input into cross-functional teams.

The Project Manager I is the primary level classification within the Project Manager series. Employees in this classification provide support to projects under the guidance of a higher level project manager or serve as a project manager of one or more projects typically ranging from no-cost to \$500,000, including maintenance and ongoing support of long-term grant projects. While employees may serve as a lead over smaller projects, providing work direction or guidance, they do not lead or supervise staff. Employees are required to have basic understanding of project, process, and change management and workflow systems and are expected to develop overall expertise necessary to work independently.

The Project Manager II is the professional level classification within the series. Employees in this classification perform the full scope of duties related to district project management, providing leadership for a single project and/or multiple mid-level projects, typically ranging in size from \$100,000 - \$1,000,000, high risk and high visibility projects. Employees may provide suggestions regarding best practices and the development of standards. Employees are required to have a solid project and change management background and thorough understanding of process management and workflow systems and are expected to work independently and collaboratively.

EDUCATION AND TRAINING

For all classifications in this series, a Bachelor's degree in human resources, business administration, education, project management, public administration, organizational development, psychology, sociology, law, or a related field and the following experience.

EXPERIENCE

The Project Manager I requires a minimum of one (1) year of experience in managing small-to-medium scale projects.

The Project Manager II requires a minimum of two (2) years of experience in managing medium-to-large scale projects.

For all classifications in this series

- Professional designation as a Certified Associate in Project Management (CAPM) or a Project Management Professional (PMP) is preferred.
- Professional designation as a Certified Change Management Professional (CCMP) is highly desirable.
- Experience working in a richly diverse community and in K-12 education is desirable.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and possession of a valid driver's license.

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. 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 standard office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying office equipment, computers and peripheral equipment, supplies and materials weighing up to 10 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and assure the accuracy of documents

FLSA: Exempt

Approval Date: May 5, 2022

Bargaining Unit: N/A

Salary Grade: Project Manager I - 31 (job code 2022); Project Manager II - 34 (job code 2023)

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