

ASSISTANT PROJECT MANAGER

GENERAL STATEMENT OF DUTIES: Assists in the implementation of technology projects; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Project Manager, this position assists in the implementation of technology projects, both administrative and/or instructional. Assists in the coordination of various events in the planning, ordering, installation, and follow-on cycle. Participates in coordinating the personnel required to complete the project. An incumbent assists with managing paperwork and multiple technology projects, maintains and updates status logs, and contributes to progress reports produced for clients. Additionally, position will assist in the assessment of customer satisfaction.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the development of project proposals, cost estimates and budgets, timelines and schedules;

Follows-up on pre-installation activities, e.g., confirming delivery dates of equipment and software;

Prepares reports for Project Managers on status of all services provided for specific technology projects;

Coordinates and assists in the development of electronic and written materials for project management proposals, presentations, and status updates;

May act as liaison between districts and contractors involved in project implementation and assures that all contracted work is satisfactorily completed according to specifications;

Assists in the coordination of all personnel: vendors, contractors, etc., necessary to complete the project;

Conducts customer satisfaction assessments electronically, by phone and/or in person;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of project management; ability to apply project management concepts to an information technology environment; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate effectively both orally and in writing; ability to establish effective working relationships with others; i.e., internal staff, customers; ability to plan and organize; initiative; tact; resourcefulness; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and (a) graduation from a recognized college or university with a Bachelor's Degree in Computer Science, Information Technology or a closely related field and one year experience in computer technology projects which included planning, project coordination, evaluation, making recommendations, scheduling, and direct contact with the client/end user; or b) Associate's Degree in the fields stated above and three years experience as described (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.