

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Technology Projects, IMS

DEFINITION

Under general direction, plans, coordinates and manages projects and activities within Technology Services including proposal development, contract/budget preparation, monitoring and management; identifies and seeks new funding sources; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director, Internet and Media Services

SUPERVISION OVER

Professional, clerical and technical personnel as assigned

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.)

Proposal Development

Identifies and solicits funding sources for technology and educational Web projects; meets with prospective clients and grantors to provide information and develop concepts regarding related services; prepares initial project work plans detailing objectives, tasks, timelines and methods for evaluation; prepares requests for proposals (RFPs), requests for applications (RFAs), bids, income contracts, expenditure contracts, and other related agreements and memorandums of understanding (MOUs) as determined by the department Director.

Project Management

Manages all aspects of technology and educational Web projects including finalizing project work plans, working with designers to prepare project flowcharts and storyboards, developing information architecture, and writing content for print and Web projects; coordinates and monitors activities of production staff; coordinates and facilitates planning and production meetings with clients; updates and maintains communication with clients, and contract/project monitors regarding project activities; prepares written documents including reports and evaluations as specified by project objectives and activities; works with SCOE Purchasing Department and vendors to acquire needed resources for production and distribution of materials; coordinates activities of contractors; prepares and monitors project budgets; oversees testing of Web and media materials; prepares and coordinates the production and development of marketing materials; presents SCOE produced Web and media materials at educational conferences and related events.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a bachelor's degree in Computer Science, Instructional Technology or related field; advanced degree is preferred; successful experience managing complex technology related grants or projects; current experience working with new and emerging technologies.

Knowledge of:

Project management and principles of organization; grant and funding resources and requirements; contracting procedures; instructional and graphic design; standard software applications development; system development life cycle; Web architecture and development; database design.

Skill and Ability to:

Develop measurable goals and objectives and evaluate progress toward achievement; research and evaluate funding prospects; set priorities and timelines; make decisions on a variety of technical matters; develop and monitor complex budgets and monitor expenditures; work with technical production staff to determine appropriate processes and procedures to address specific objectives; plan and develop Web site

architecture and storyboards; organize work to meet strict deadlines; plan, coordinate and manage technical assistance and professional development activities; communicate effectively in both oral and written forms; interact with clients and users in non-technical, clear terms; establish and maintain cooperative working relationships with staff, organizational members, grantors and other clients.

Other Characteristics

Possession of a valid California driver's license and willingness to travel.

Revisions approved by Personnel Commission 11/9/10
Former title: Coordinator, Technology Projects
Approved by Personnel Commission 11/14/00