POSITION DESCRIPTION

Department: Office of the Director of Operations
Classification Title: Administrator II
Working Title: Project Manager (Administration & Finance)
FLSA Status: [ ] Non-Exempt  [x] Exempt
Incumbent:

Position Summary

Under the general direction of the Director of Operations in Administration & Finance, The Project Manager (PM) plays a key role in the successful initiation, planning, implementation, and adoption of business-critical strategic and technology projects in addition to evaluating business efficiencies and best practices for the campus.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions

1. In consultation with project sponsors, develop and execute project plans using best practice project management methodologies to meet or exceed objectives
2. Coordinate and integrate project activities with other department divisions and/or work groups and external stakeholders
3. Develop appropriate testing and acceptance criteria, schedule recovery and risk mitigation strategies, document completion and project milestone certification, and project close criteria
4. Develop and use a robust suite of project management tools to ensure successful project outcomes
5. Monitor project status and deliver communications to project members and stakeholders on progress, issues, and risks including regular status updates; provide continuous communications to impacted teams
6. Provide timely and pertinent updates to project sponsors and key leaders, including issue escalation and recommended remediation
7. Lead the execution of the communication and training strategy, coordination of activities, and development of materials
8. Successfully transition project to maintenance mode for ongoing operations

Related Job Functions

1. Perform other job-related duties and special projects as assigned
2. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments

As Needed  10%
Minimum Qualifications

Education and Experience:

- A Bachelor’s degree from an accredited college or university with major course work in management information systems, computer science, business administration or a related field, and six (6) years of progressive experience in project management

Required Qualifications

1. Working knowledge of the principles and practices for managing, developing and administering large, complex projects
2. Lead planning & implementation of projects. May participate in the design and/or testing phases
3. Developing and managing project staff, budgets, work, and risk plans and timeline to meet commitments strategies, leader engagement, and managing resistance
4. Exceptionally skilled at developing and delivering multi-modal communications clearly and concisely to all levels of an organization
5. Highly skilled at making sense of complex, voluminous, and occasionally contradictory information to effectively solve problems
6. Facilitate the definition of service levels and customer requirements
7. Skilled at building partnerships and working collaboratively with others to meet shared objectives
8. Skilled at securing and deploying resources effectively and efficiently
9. Skilled at learning and adapting, using both successes and failures as growth opportunities
10. Demonstrated ability to consistently achieve exceptional results
11. Demonstrated ability to use compelling arguments to gain the support and commitment of others
12. Demonstrated ability to hold self and others accountable to meet commitments
13. Ability to anticipate and adopt innovations in cutting edge digital and technology applications
14. Ability to anticipate and balance the needs of multiple stakeholders

Preferred Qualifications

1. Project Management Professional (PMP)® and Certified Associate in Project Management (CAPM)®, or related certifications demonstrating competency with best practice project and/or change management methodologies
2. Experience successfully implementing organization-wide technology solutions in complex organizations
3. Experience successfully working in a highly-regulated environment, such as higher education or healthcare
4. Experience successfully developing project management tools and structure from the ground up

Special Conditions

- Must be willing to travel for work-related activities and to attend training programs off-site for professional development.
- Must be able to work additional hours, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment subsequent to time of hire.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

**INCUMBENT:** I have read this position description and understand its contents.

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