TITLE:	Manager, Project (General)	**REPORTS TO:**	Assigned Supervisor
DEPARTMENT:	Assigned Site/Department	**CLASSIFICATION:**	Management; Classified
FLSA:	Exempt	**WORK YEAR:**	Varies
BOARD APPROVAL:	July 28, 2010	**SALARY:**	E22/ Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of assigned area(s); plan, coordinate, implement, execute, monitor and complete specific assigned projects within allocated budget and according to guidelines to accomplish stated goals; supervise and evaluate the performance of assigned staff and provide clear, constructive feedback to improve staff effectiveness.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, coordinate, implement, execute, monitor and complete specific assigned projects within allocated budget and according to guidelines to accomplish stated goals; identify resources needed to ensure completion of projects. *E*

Prepare and/or supervise the preparation of the project budget; review, analyze, and compile budgets for various projects to ensure the financial viability of the District; explain needs and provide justification for items; review and decide on expenditure requests and budget variances; monitor and report on progress of projects in a timely manner to appropriate stakeholders. *E*

Plan and schedule project timelines using appropriate tools to ensure completion to meet the needs of the district; develop and deliver progress reports, proposals, and presentations; track project milestones and deliverables. *E*

Collect, prepare, gather, compile, and analyze data relative to assigned projects; make timely recommendations for project changes to area under supervision in support of student achievement. *E*

Critically evaluate information gathered from multiple sources, reconcile conflicts, assemble high-level information into details, summarize low-level information to a general understanding, and distinguish user requests from the underlying true needs. *E*

Participate in the development of goals and objectives as well as policies and procedures in support of educating students at a high level and achieving their personal best; make recommendations for changes and improvements; implement approved policies and procedures and monitor work activities to ensure compliance with established guidelines. *E*

Communicate in a timely and professional manner with administrators, District personnel and outside agencies to coordinate projects, resolve issues and conflicts and exchange information. *E*

Oversee, train, direct and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness in support of professional learning. *E*

Attend and facilitate a variety of meetings related to assigned projects. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and five years increasingly responsible supervisory and/or management or related experience in project management or related area of specialty.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Project management techniques and tools.
Computer hardware systems, mainframes, software applications, and languages utilized by the District.
Accurate budget preparation and control.
Analytical and problem solving techniques
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of management.
Applicable laws, codes, regulations, policies and procedures.
District organization, operations, policies, objectives and goals.

ABILITY TO:
Plan, coordinate, implement, execute, monitor and complete specific assigned projects.
Manage changes in project scope, identify potential crisis and devise contingency plans to ensure
    completion of assigned projects.
Operate computers and peripheral equipment properly and efficiently.
Learn new or updated computer systems and/or software programs to apply to current work.
Establish and maintain cooperative and productive working relationships with a diverse range of people.
Design an effective system of reporting progress and monitoring results.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
Communicate, understand and follow both oral and in written directions effectively.
Interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Work independently and effectively with minimum direction.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Plan and organize work to meet schedules and times.
Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment; driving a vehicle to conduct work; contact with dissatisfied individuals; intermittent noise; repetitive activities.

PHYSICAL ABILITIES:
With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information and make presentation; seeing to read various documents related to assigned activities; lifting light objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions