



Systems Project Manager

Management Range: 17

Board Approved: 11/13/25

P. 1|3

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

The Systems Project Manager (SPM) is responsible for overseeing and executing district-wide technology infrastructure initiatives that support the strategic goals of the district. The SPM will manage complex enterprise infrastructure and cloud projects, ensuring alignment with district objectives, compliance with state and federal regulations, and adherence to industry best practices.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Provide project management for enterprise hardware and software solutions, including core network, edge network, wireless network, on premise servers, and cloud environments across the district.
2. Lead the planning, coordination, and implementation of enterprise technology projects, ensuring they are delivered on time, within scope, and within budget.
3. Establish, validate, and adjust project schedules as needed; conduct project audits and walkthroughs; review project deliverables; coordinate and facilitate meetings with users and staff regarding proposed and current business processes related to the project; coordinate project activities with other district offices and college departments.
4. Engage with faculty, staff, and students to identify technology needs and deliver solutions that enhance student success and operational efficiency.
5. Develop project plans to determine the schedule, budget considerations, staffing requirements, and allotment of available departmental resources to various project phases.
6. Ensure projects comply with district policies, state and federal regulations, and cybersecurity standards.
7. Identify opportunities for improving technology service delivery and operational efficiency through innovative technologies and best practices.
8. Lead change management efforts, ensuring seamless adoption of new technologies across the district.
9. Establish standards and procedures for project reporting; provide project reports for management and stakeholders; develop and implement communications strategies to ensure timely information is provided to stakeholders across the district.
10. Develop project documentation, charter and scope, milestones and schedules, roles and responsibilities in collaboration with the project sponsor and involved stakeholders.
11. Support the development of organizational project management capability and develop a culture of project management through training, mentoring, and by example.
12. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.



Systems Project Manager

Management Range: 17

Board Approved: 11/13/25

P. 2|3

Knowledge of:

- Principles and practices of project management, including planning, execution, monitoring, and closure of complex technology projects.
- Operations and functionality of enterprise systems such as Student Information Systems (SIS), Learning Management Systems (LMS), and Enterprise Resource Planning (ERP) platforms.
- Techniques for stakeholder engagement, change management, and organizational communication in support of enterprise-wide technology initiatives.
- Federal and state regulations, policies, and cybersecurity standards applicable to information technology in educational institutions.
- Budget development, resource allocation, and scheduling strategies for large-scale IT projects.
- Best practices in business process analysis, documentation, and continuous improvement.
- Principles of leadership, team building, and cross-departmental collaboration.
- Current trends and innovations in educational technology and their applications in student success and institutional efficiency.

Ability to:

- Manage multiple large-scale technology projects simultaneously, ensuring delivery on time, within scope, and within budget.
- Facilitate collaboration across departments and build consensus among stakeholders with varying needs and priorities.
- Analyze business processes and recommend effective technology solutions that align with institutional goals.
- Interpret and apply policies, regulations, and technical standards relevant to enterprise systems and cybersecurity.
- Effectively lead change management efforts, guiding teams and individuals through technology adoption and organizational transitions.
- Communicate complex technical information clearly to both technical and non-technical audiences, orally and in writing.
- Provide mentorship and promote a culture of project management across the institution.
- Develop cooperative working relationships in a highly diverse environment.
- Maintain professionalism, ethical standards, and accountability in all project management and leadership activities.
- Gather and analyze data and situations and make appropriate decisions.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- A bachelor's degree from an accredited college or university in Information Technology, Computer Science, Business Administration, Project Management, or a related field.

Required Experience:

- Five (5) years of experience in Project Management, or a similar position, implementing large technology solutions.



Systems Project Manager

Management Range: 17

Board Approved: 11/13/25

P. 3|3

- Experience that indicates a sensitivity to and understanding of the diverse socioeconomic, cultural, and ethnic backgrounds of staff and community college students and staff to staff and students with physical and learning disabilities.

Preferred Experience:

- Certifications such as PMP, PMI, PMI-ACP, CSM, or similar project management certifications.
- Experience in the California Community College System.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 50 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.