



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **IT Project Coordinator**  
 Job Family: **Information Technology**  
 Prepared/Revised Date: **December 4, 2018**

FLSA Status: **Classified Exempt**  
 Pay Range: **IT90Y**  
 Job Code: **38108**

**SUMMARY:** Collaborate with District administrators and staff to perform business process analysis, clarify needs and determine project methodology. Provide project management resource needs to IT Leadership and staff to aid in identifying requirements and defining project teams, ensuring scope objectives are clear. Recommends Information Technology solutions to meet business needs and improve efficiencies, working with and liaising between the business process owners, IT Leadership, IT and other staff in the coordination of planning, development, testing and implementation of those solutions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Perform detailed data analysis to obtain a better understanding of user's needs; collect, analyze and summarize quantitative and qualitative data/information to interpret and report results; prepare and present results as necessary.	D	20%
2. Monitor scheduled project progress by applying project methodology and enforcing project standards to ensure specific milestones, deadlines, scope and budget are met by tracking task level activity and creating work plans with IT staff and other departments/vendors as appropriate; removing obstacles and initiating corrective actions as needed.	D	20%
3. Collaborate and work closely with District staff, IT staff and key stakeholders to determine operational objectives by analyzing business functions, gathering justification information, evaluating requirements in line with District needs and goals. Anticipate dynamic impacts from evolving changes in operating environment and business needs. Determine and provide project cost/benefit analysis.	D	15%
4. Define project and system technical requirements including scope, process flows, deliverables, features, and project considerations. Participate in all stages of development, including defining requirements, software development, testing and implementation.	D	10%
5. Work closely with IT Project Steering Committee and project teams and act as liaison between IT staff, clients, vendors and consultants on scheduled projects to aid in identifying, defining and achieving project milestones, resources, value-add and expectations.	D	10%
6. Participate in developing and maintaining department reporting in collaboration with IT Leadership and IT Staff.	D	2%
7. Attend work and arrive in a timely manner.	D	1%
8. Improve systems by studying current practices; designing modifications using defined best practices.	W	5%
9. Document job specific workflows and processes as well as create, manage and maintain technical documents and procedures. Make recommendations for system improvement and provide references for users by coordinating the writing and maintenance of technical user documentation.	W	5%



10. Prepare overall project progress schedules and individual project status reports by collecting, analyzing, and summarizing available information and trends related to milestones, schedules and progress/status, project risks and resources.	M	5%
11. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, participating in professional societies and sharing out knowledge and best practices to IT teams.	M	2%
12. Perform other duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in business, computer science, computer information systems or related field
- 3-5 years of demonstrated experience as a business analyst, project manager/coordinator or business operations/finance manager in a corporate or educational IT environment preferred
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

*any one or combination of the following certifications preferred:*

- PMI sanctioned certification: PMP, CAPM, PMI-ACP, PMI-PBA, PgMP, PfMP
- Certified Scrum Master or other Agile development certification
- Certified Business Analysis Professional™ (CBAP®)
- Criminal background check required for hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to lead, manage and prioritize assigned projects with little supervision
- Strong oral and written communication skills
- English language skills
- Interpersonal relations skills
- Strong customer service skills
- Complex critical thinking and problem-solving skills
- Complex analytical, mathematical, and statistical skills
- Ability to effectively guide requirements gathering and refinement process
- Ability to maintain project sponsor/stakeholder engagement
- Knowledgeable and experience in Software Development Life Cycle (SDLC)
- Ability to establish, execute and update a project communication plan
- Advanced organizational, time management, and attention to detail skills
- Strong knowledge of Microsoft Office Suite and project management tools
- General understating of application development
- Ability to do online research, read and understand trade and technical publications, and apply skills acquired through such research
- Ability to follow written documentation
- Ability to interact professionally with managers, developers, and subject matter experts
- Ability to work independently with minimum supervision
- Ability to manage multiple tasks/priorities with frequent interruptions
- Ability to maintain confidentiality in all aspects of the job
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds



- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Advanced operating knowledge of and experience with personal computers and peripherals
- Advanced operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier/scanner, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

- This position reports directly to the Executive Director of IT

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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 functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle, or feel				x
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate				x
Instruct			x	
Compute				x
Synthesize				x
Evaluate				x
Interpersonal Skills				x
Compile			x	
Negotiate			x	



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	