# DISTRICT APPLICATIONS PROJECT MANAGER

| Class Code | OT Status | EEO Category | Represented Status | Salary Grade | Effective Date | Status | Pages |
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| | Exempt | Exec/Admin/Managerial | Management | M4 | **11/10/22** | Classified Administrator | 1 of 2 |

**DEFINITION:**  The Applications Project Manager supports and oversees the activities related to application software that support student outreach, onboarding, learning, and retention. This classification plans and works directly with college leads to optimize application functionality in support of District student learning, equity, and enrollment goals.

**DISTINGUISHING CHARACTERISTICS:** The Applications Project Manager serves as an expert technical resource for the District regarding applicable applications software (e.g., CRM systems, student case management applications, etc.). This classification is responsible for the overall design, implementation, and maintenance of application systems. The Applications Project Manager delivers solutions that provide an environment for operational efficiency, expanded use of data, and greater ease of use for students and employees. This classification interfaces closely with District and college teams to align assigned application software functionality with programmatic need in support of students.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but are not limited to, the following:

- Advises District and college teams regarding how to strategically leverage technology system functionality to achieve identified objectives.
- Ensures open communications between users and technical groups.
- Communicates complex technology issues clearly to non-technical parties orally and in writing and makes effective presentations.
- Determines configuration models, coding standards, organization structures, and common permissions profiles across applications and District sites to ensure consistency and efficacy for MIS reporting and research purposes.
- Leads efforts to identify and promote best practices of application software.
- Identifies new features and capabilities that support the colleges and works with the various stakeholders to identify if and when they should be introduced.
- Communicates details of fixes, enhancements, and new capabilities on the application platform to relevant audiences.
- Maintains current knowledge of all aspects of applicable applications and provides training to college system administrators and other users as needed.
- Participates in long-range planning efforts.
- Reviews and is responsible for the documentation of systems.
- Plans, organizes, and monitors applications operations.
- Develops and schedules priorities; assigns responsibilities; ensures efficient and timely completion of projects; and prepares time and cost estimates and progress reports.
- Confers with software vendors to obtain information, resolve problems, and arrange and conduct demonstrations and evaluations.
- Trains, evaluates, and provides work direction to assigned staff.
- Performs other duties as assigned.

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## MINIMUM QUALIFICATIONS:

**Knowledge Of:**  Principles and practices of application configuration, automation, implementation, and maintenance; workflow functions; best practices for managing communications through multiple channels; and user training techniques and documentation.

**Ability To:**  Analyze and define programmatic needs and requirements; determine how to leverage and configure applications to address needs while ensuring users understand the ramifications of the various configuration decisions; develop and maintain online databases and ensure integrity/security of applications and data; establish and maintain cooperative working relationships; communicate complex technology issues clearly to non-technical parties orally and in writing and make effective presentations.

**Education/Training:**  Bachelor's degree from an accredited college.

**Experience:**  Four (4) years of progressively responsible leadership experience in one or more (or some combination) of the following:
- Instructional, student, and/or other relevant support services experience in higher education;
- Technology systems implementation;
- Business process analysis;
- Project management resulting in the implementation of complex, sustainable projects with multiple stakeholders.

**License/Certification:**  Possession of a valid California Driver's license

Adopted XX/XXXX