CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Class Specification

PROJECT MANAGER, ITS
(BOND TECHNOLOGY AND INFRASTRUCTURE)

DEFINITION

Reporting to the District Chief Technology Office (CTO), the Project Manager, ITS (Bond Technology and Infrastructure) supervises the planning, design, construction and implementation of Technology and Infrastructure projects in new college facilities, building rehabilitations and modernizations; provides leadership to working groups which includes the District staff, college Computer Support staff and Deans of Technology for the development and deployment of technology solutions; provides ITS representation on committees that meet with steering groups, college facilities committees, architects and engineers, contractors, inspectors and others to provide input, approval and acceptance of IT infrastructure in construction and renovation projects; ensures that such projects are accomplished in accordance with CLPCCD District ITS Cabling Infrastructure Standards and other ITS standards; is responsible for the development of designs, preparation of bid documents and bid review/award for solution procurement of network, desktop and server hardware/software; when additional expertise is needed, works with ITS consulting specialists to define expertise requirements, project scope, schedule and deliverables; performs related duties as required.

REPRESENTATIVE DUTIES:

1. Responsible for management of the District ITS and College Technology projects as described in the Measure B Bond documentation.

2. Provides project management throughout the life of each Measure B project as it relates to ITS; in collaboration with CLPCCD ITS/CS experts and specified consultants, develops and designs Technology projects; manages consultant and contractor contracts; provides regular project status reports to CTO and other departments and committees as required.

3. For Building Construction projects: participates in project design process for all ITS infrastructure elements; in collaboration with CLPCCD District ITS, provides input to engineering design teams for cabling plant in site/building plans; reviews drawings and responds to proposed modernization plans with markups, corrections and edits; provides ITS approval for building design documents prior to bidding; provide contractor and engineering input/approval for RFIs, design adjustments and clarifications; provides ITS approval of infrastructure and as-built documentation in completed building construction.

4. For Technology selection projects: in combination with District ITS and CS specialists, develops outline of technology projects; investigates solution alternatives and design;

develops documents and provides leadership in bidding process for solution acquisition; coordinates deployment with internal/consultant resources; assesses solution impact and success.

5. For Data Center relocation: provides project management coordination for transition of the Chabot Data Center to new facilities at the LPC campuses; develops move schedule, determines external resource requirements; ensures a smooth and error-free migration to the new building with minimize downtime.

6. Prepare and maintain a variety of reports and files related to projects, vendors, contractors, plans, specifications, finances and deliverables.

7. Communicates with administrators and college personnel, outside agencies, including bidders, architects, engineers and contractors to coordinate activities, resolve issues and conflicts and exchange information.

8. Attends and participates in various meetings for Measure B Bond projects as assigned.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Principles, practices and techniques used in the planning, design, upgrade and implementation of wired and wireless networking, networking protocols, telecommunication, security and building automation hardware and software, desktops, Windows/Netware/UNIX servers, storage/backup, software applications and network management tools.
2. Management of activities involved in the design, construction and commissioning of state-of-the-art IT Infrastructure and Building Automation cabling systems. Modern building construction practices, codes and EIA/TIA standards for the construction of cabling infrastructure in buildings and campuses.
3. Future development and directions of server, networking, telecommunication and security and building automation technology.
4. Interpersonal skills that promote successful teamwork.

ABILITY TO:

1. Apply successful project management skills to the design, construction, implementation and completion of ITS infrastructure and technology projects for Measure B Bond.

2. Manage diverse technical staff and resources in multiple ITS projects through all life-cycle phases in accordance with established direction and standards, where maintaining a high level of user trust and confidence in the group's knowledge of and concern for users' needs is paramount.

3. Facilitate a productive work environment for staff and committees involved in each project that makes timely progress towards ITS project goals and successful completion.

4. Effectively communicate through oral discussions/presentations and written documents.

5. Proceed with a minimum of day-to-day direction.

6. Take appropriate actions to ensure ITS projects are on schedule and within budget.

7. Prepare periodic reports with narratives on the plans and status of ITS tasks supporting facility construction and renovation activities.

8. Use AutoCAD, Visio and MS-Office tools to accurately prepare and review construction documents and drawings as it relates to ITS infrastructure.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor’s degree in Computer Science and Information Technology or related fields, and at least five years experience involving the management of IT Infrastructure and Technology projects for new construction and upgrades.

DESIRABLE QUALIFICATIONS:

As applicable to Measure B Bond projects, possess technical knowledge of computer and network technologies including:

1. Principles and methods of TCP/IP networking, design and security.

2. Specific equipment and technology experience with Cisco switches and routers in a TCP/IP/IPX multi-protocol environment, DSU/CSUs, Gigabit Ethernet equipment, and wide area networking technologies.

3. Principles and methods of Windows 2000/2003 Servers, Netware 5/6/6.5 and Linux network technology, related storage and backup solutions, server hardware, design, and implementation.

4. Specific equipment and technology experience with videoconferencing equipment, PBXes and voicemail systems, and VOIP solutions.

5. Networked building automation systems including but not limited to security systems, HVAC, UPS, and other alerting systems.

Comprehensive knowledge of IT Infrastructure standards directions and best design practices. Possess current BICSI RCDD credentials with demonstrable project experience as low voltage consultant for voice/data/video infrastructure.

Experience in school construction or modernization with Bond funding sources is highly desirable.

<u>NOTE</u>: This class specification is not necessarily all-inclusive in terms of work detail.