Coordinator of Information Technology (IT) Delivery

*This position opens on **June 21, 2022** and closes **July 21, 2022.***
*First consideration will be given to those applications submitted by **July 5, 2022**.*

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our *[Strategic Call to Action](#)*, our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit https://www.hcpss.org/employment/.

DESCRIPTION

Under the direction of the Director of Information Technology (IT) Business and Services, the Coordinator of Information Technology (IT) Delivery is responsible for the planning, execution, delivery, and oversight of a portfolio of technology-related projects, tasks, and initiatives across the school system. The Coordinator establishes project management quality standards and methods that ensure on-time and in-scope delivery.

ESSENTIAL POSITION RESPONSIBILITIES

- Provide oversight and leadership to IT Business Services and IT Business Operations offices to ensure end-to-end delivery of IT projects and services.
- Management of product and services delivery to ensure proper receipt, tracking, distribution, and management of technology assets.
- Development and maintenance of a strategic project planning environment to ensure accountability, consistency, and high-quality services.
- Cultivation of project management methodology to establish, improve and maintain processes for scoping, pricing, delivering, and tracking IT projects.
- Lead key initiatives, manage stakeholder expectations, and ensure projects are completed on time, within budget and scope, and are consistent with established standards.
- Create project scope, objectives and requirements involving all relevant stakeholders and oversee the development of technical estimates, work plans, methodologies, milestones, and deliverables.
- Provide analysis, risk mitigation, status reports, and metrics to stakeholders and senior management.
- Cultivate and maintain partnerships with internal and external stakeholders to develop solutions, ensure compliance, and track progress across the IT project portfolio.
- Prepare necessary reports and documentation in order to conduct routine analysis of project cost, timeline, budget, risk, technical feasibility, stakeholders, and training requirements.

The above list represents a summary of the essential job functions, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS
Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:
- Bachelor's degree, or higher, from an accredited college or university, in Information Technology, Business Administration, Project Management, or related field.

Experience:
- Five (5) years of project management experience as an individual contributor to include:
  - Management of technical enterprise programs.
  - Oversight of project portfolios.
  - Coordination of individual projects from small to large scale.
- Three (3) years of leadership or supervisory experience over small to large scale projects to include:
  - Management of project scope development, budget, deliverables, and timeline.
  - Complex IT tasks or deliverables.
  - Successful delivery of project deliverables on time and within budget.

PREFERRED QUALIFICATIONS
- Master's degree, or higher, from an accredited college or university, in Information Technology, Business Administration, Project Management, or related field.
- Certification as a Project Management Professional (PMP), Certified ScrumMaster (CSM), Certified Six Sigma Black Belt (CSSBB), CompTIA Project+, PRINCE2, IT Infrastructure Library (ITIL), or related project management certification.
- Experience working in a PreK-12, college, or university setting to include:
  - Application of educational technology systems, ERP, and/or enterprise cloud applications.
  - Management of infrastructure technology (i.e., Network, server, desktops, laptops, telecommunication, field services, asset management and AV services.)
- Knowledge of CIPA, FERPA, and HIPAA regulations.

SELECTION REQUIREMENTS
Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they related to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside of the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview).

Dr. Michael J. Martirano, Superintendent

V06.09.22

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators-Non-Certificated Supervisory (HCASA-NCS) employee unit. The current salary range for this position is $107,000 - $158,844. Salary placement will be in conjunction with salary procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position may have flexible work from home options available. Approval is based on the needs of the department and the school system.

Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:
- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

Dr. Michael J. Martirano, Superintendent