

Project Support Manager

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 Chief Administrative Officer, the Division of Administration Project Support Manager provides leadership and project management for identified projects and programs within the Division of Administration for the Howard County Public School System.

ESSENTIAL POSITION RESPONSIBILITIES

- Lead the development and implementation of business process improvement initiatives to improve operational efficiencies and ensure timely completion and review of financial reports.
- Manage the implementation of the Blueprint for Maryland's Future within the Division, including supporting the implementation of new financial systems and related training requirements for school and central office staff.
- Provide input, direction, and leadership to support the implementation, monitoring, and evaluation of new and existing programs and initiatives within the Division of Administration, in alignment with the *Strategic Call to Action*.
- Facilitate the integration of the *Strategic Call to Action* into the annual operating budget and support the overall production of annual budget documents.
- Review, research and support the development of Standard Operating Procedures for financial management, including facilitating trainings for school staff.
- Lead the implementation of communication strategies to increase the transparency of the HCPSS budget and all financial information, using best practices from other public organizations improve the way data and information is shared with the public.
- Analyze current structures and practices to increase collaboration and streamline processes to maximize efficiency across offices within the Division of Administration.
- Support initiatives related to staff and community engagement.
- Establish and maintain collaborative relationships with community stakeholders including central office leaders, school-based staff, community partners, students, and families through multi-disciplinary advisory groups.
- Develop processes to manage and track communication and feedback protocols with stakeholder groups across the school system.
- Help establish and document internal processes and roles related to project – how content will pass from writer to editor to project coordinator, deadlines for each stage of content creation, etc.
- Coordinate reports - request updates and information from team members, collate and edit report drafts, coordinate internal and external stakeholders as needed, send draft reports to the project team for review and

approval, obtain a final internal edit of the report, distribute to team and upload to project management documentation system.

- Create and manage a time tracking spreadsheet based on the scope of work and client budget to track allocated time for each team member's assignments. Review each month to ensure time spent is not exceeding the scope of work/budget.
- Manage special projects as necessary.

The above list is a summary of the functions of the job, 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 from an accredited college or university in Business Administration, Public Administration, Education, or a related field.

Experience:

- Five (5) years of experience in project management including planning, implementing, and evaluating projects, which must include at least:
 - Three (3) years' experience in leading projects or project teams of various sizes and seeing them through completion.

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university in Business Administration, Public Administration, Education, or related field.
- Experience within a PreK-12 or governmental setting.
- Project Management Professional certification.
- Experience managing multiple projects with budgets.

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).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is Grade 25, \$79,880 - \$126,696. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position is eligible for a **hybrid** work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

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 experience 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) are 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.