

PERALTA COMMUNITY COLLEGE DISTRICT – September 2, 2016
CLASSIFIED JOB DESCRIPTION
PROJECT MANAGER/IT BUDGET
(SEIU Local 1021 Salary Range 112)
Job Code: 1068

CLASS PURPOSE

Under the direction of the Associate Vice Chancellor for Information Technology, the Project Manager/IT Budget is responsible for developing, organizing, planning, monitoring and coordinating of the accounting and budgetary services for the District IT, including budgetary projections, maintains IT expenditures and coordinates the year-end closing process and controlling the IT budget. Discuss and monitors the IT Strategic plan funding and process all the documentation needed and procurement needed to implement the projects to meet the strategic business needs of the Peralta Community College District (PCCD). The Project Manager/IT Budget summarizes and reports on payments and budget status for AVC of IT, associated consultants and vendors/contractors as well as creates and maintains complete, accurate budget documentation as needed.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. Work some evenings and weekends, as required

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Works with the AVC of IT to assess the current functionality of the financial services regarding budgeting and research to develop and implement improvements to the financial
- Develops, organizes, plans, implements, and coordinates day-to-day financial activities, and services of projects to ensure that goals and objectives of assigned projects or services are accomplished within prescribed time frame and funding parameters.
- Initiates, reviews, monitor budget transfers and verify budget coding on all payroll related documents and all purchase requisitions for good and services.
- Work with the AVC of IT to plan the funding limitations for accomplishing project, allotment of available resources to various factors of the project and preparation of documentation required for project implementation such as ICC, Requisitions and MA forms.
- Ensure all technology services and maintenance supports that are currently in place are reviewed and identify funding for renewals as needed.

- Provides advice and assistance to the Vice Chancellor to improve budget management and modify the existing budget.
- Provides the Associate Vice Chancellor of IT with updates on the budget status and availabilities for recommendations and financial decision making, regarding budgeting.
- Review, verify and reconcile IT department related data including; vendor contracts, credit received, budget coding, vendor balance and budget management. Reconciles travel forms, prepare reimbursement, billings and prepares vendor payments.
- Assist with detailed financial and statistical analysis, letters, memorandums, and spreadsheets for the AVC of IT using various computer software and programs.
- Maintains department related data for the IT department including expenditures, budget coding, and budget data; develops relevant and complex reports, facts and information necessary for decision making.
- Acts as liaison between District IT, College divisions, various departments, various vendors/contractors and the College business offices on matters relating to budgeting.
- Calculate the salary savings and report it out to the managers and finance department for appropriate use and make recommendations and also calculate credits to be used towards liabilities.
- Analyze budget variances to correct accounting errors and report it to the finance department. Consult with finance department to ensure that budget adjustment is made in accordance with changes.
- Summarize budget and submit recommendations for approval or disapproval of funds request.
- Coordinates with division managers, vendors and other department to ensure that transactions and documentation are completed by specific deadline.
- Performs a variety of functions pertaining to budget development.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Completion of a Bachelor's Degree from an accredited college or university in business, business administration, finance, accounting or the equivalent amount of training and experience which demonstrates the ability to perform budget management.
2. Proficiency in budget preparation and monitoring and knowledge of day-to-day controls of the budget.
3. Demonstrated knowledge and proficiency in the operational and use of office productivity software (word processing, spreadsheet applications, and emails) using personal computers and the Internet.
4. Organizing own work, setting priorities, multi-tasking, meeting critical deadlines and accurately handling detailed information.

5. Establishing and maintaining cooperative working relationships with those contacted in the course of work.
6. Experience in interfacing effectively with all levels and across organizational lines, including the business units and demonstrated success at building team relationships and partnerships across organizational lines.
7. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.
8. Knowledge of methods, procedures and regulations used in a Community College District budget and operations.
9. Demonstrated skill in budget development, financial record keeping and familiarity with the administration of the budgeting and the Peralta business process.

DESIRABLE QUALIFICATIONS

- Knowledge of business, financial analysis and management principles.
- Knowledge of procedures, policies, techniques and practices of a Community College or school District.
- Ability to interpret a Community College budget, accounting and fiscal procedures and policies.
- Provide attention to detail and possess exceptional time management skills
- Produce detailed reports in Excel and PowerPoint
- Work well under pressure from competing deadlines

ENVIRONMENTAL DEMANDS

- Occasional work performed alone.
- Constant work around and with other people.

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Constant sitting

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.