

**State of New Mexico- Public School Facilities Authority,
Job Description**

Job Title	Project Manager		
SHARE Title	Information Systems Specialist	Position No:	
Reports to	Broadband Program Manager	Position No:	
Job Code		Pay Grade	24
Revision Date	09/07/2017	Revised by	Ovidiu Viorica

Job Purpose

With direction from the Broadband Program Manager, coordinates projects and ensures that the Broadband Deficiencies Correction Program (BDCP) resources are utilized appropriately. Responsible for delivering projects of varying size and complexity. Compiles project status reports, coordinates project schedules and manages project meetings. Identifies and analyzes broadband requirements and defines project scope, requirements, and deliverables. Uses technical expertise to analyze and proof vendor recommendations and to submit final plans for corrective action. Coordinates project activities and ensures that all project phases are handled and documented properly. Performs other duties as assigned.

Duties and Responsibilities:

- Analyses data, compiles reports and develops metrics to quantify progress against plan.
- Develops, supports and manages assigned BDCP projects, with the primary purpose of rolling out broadband, and related services or network equipment upgrades, to eligible schools across the State of New Mexico.
- Works strictly within the BDCP guidelines to ensure that all projects meet program requirements and standards.
- Oversees project work (all encompassing) throughout the initiation (identifies gaps, needs and demands), planning and design, execution (build/expand/update network/other), monitoring and closeout phases.
- Reviews and validates the scope of work (SOW), budget, schedule, plans and specifications.
- Reviews and assists with the procurement process and federal program (E-rate) guidelines.
- Conducts weekly (regular) project meetings, performs contractor’s request for pay, system administration for the projects and project closeouts; authorizes the issuance of purchase orders, change orders, and approves contractor invoices for payment.
- Provides direct and indirect broadband deficiency correction project oversight. Coordinates the inspection of contractor's work ensuring the project is on schedule and within budget and that the technical specifications are met. Works with IT to ensure that technical plans are appropriate and preapproved within a timely manner.
- Conducts onsite visits to evaluate contractor work. Approves final payment, obtains a written confirmation from the school representative that the project is complete and acceptable, ensures that final close-out package is done and archived properly.
- Supervises and motivates project teams to ensure project results conform to quality, time and budgetary stipulations.
- Provides support to schools regarding options for corrective action, financing and cost benefit analysis.
- Works within e-Builder, GIS and/or other systems adopted by the BDCP. Uses standardized templates and tools for project management.
- Develops Memorandum of Understanding (MOU) documents, project agreements and budgets per procedure.
- Work with the team to create and approve procedures for broadband infrastructure provider evaluations.
- Maximizes project savings by working within E-rate provisions, or other funding sources, adopted by the BDCP.
- Manages working conditions that permit project contractors to work in the most cost-effective manner.
- Maintains a good working relationship with customers (school/district representatives), PSFA Regional Managers, other State of New Mexico agencies, businesses/contractors and intermediary organizations in support of the BDCP.
- Clearly communicates project information and ensures that project results are easily understood by management.
- Analyzes and processes project experiences (best/worst practices) for continued improvement.
- Audits reports and deliverables received from contractors for quality assurance.

Knowledge, Skills, and Abilities Required

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to assemble and lead a diverse project team.
- Knowledge of procurement rules and regulations.
- Ability to analyze data to inform multiple project development decisions.
- Ability to provide project guidance to, and supervision of, Contractors.
- Ability to develop and present project estimates and feasibility studies.
- Ability to coordinate with PSFA internal resources

- Knowledge of project management principles and stages.
- Knowledge of budgeting, cost estimating, and fiscal management principles and procedures.
- Ability to resolve customer complaints and concerns.
- Knowledge of contractor compliance issues and procedures, as applicable to a public institution.
- Knowledge of contract documents and specifications.
- Skills in organizing resources and establishing priorities.
- Skills in workflow analysis and management.
- Ability to assess contract compliance and product/service quality.
- Ability to perform site inspections and/or approve installations.

Minimum Education and Experience

Minimum education and experience: Bachelor’s Degree in Engineering, Management or related technical field. At least five (5) years of progressive Project Management experience. Experience working within the broadband industry, OSP fiber engineering and construction is preferred, but not required. Experience or education may be substituted for one another at the discretion of the Director.

Licenses/Certifications (Preferred, but not required)

Project Management Professional (PMP) or equivalent

Working Conditions

Work is normally performed in a typical interior/office work environment. Work involves minimal exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. Some potential exists for exposure to hazards or physical risks which require following basic safety precautions.

Physical Effort

Moderate physical activity is required while performing the duties of this job, the employee is occasionally required to reach with hands and arms; stand; walk; and use hands and fingers to handle, feel or operate objects, tools, or controls. The employee is required to sit, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee is required to stand and/or walk for more than four (4) hours per day.

Supplemental Information

Other Requirements: State travel is required. Must possess and maintain a valid New Mexico driver’s license.

Job Type: Full Time

Base of Operations: Albuquerque, NM

Disclaimer

This job description is intended to describe the general nature and level of work being performed by the employee assigned to this position. The description is not to be construed as an extensive list of all responsibilities, duties, and skills required of the employee. The agency director reserves the rights to add, modify, change or rescind the work assignments and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. This job description does not change the “at-will” employment relationship as indicated in the Policies for Governor Exempt Employees and the Exempt Position Statement. All personnel may be required to perform duties outside of their normal responsibilities at the discretion of the director.

Signatures

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____