

JOB TITLE: Project Specialist - ITS
PAY GRADE: CL 29
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, responsible for systems software efficiencies and end user integration functions, including technology user processes and procedures, enhancements of applications, and project management processes and procedures; provides technology solutions for business process needs, including creating effective workflows and performing efficiency enhancements for applications.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Adheres to and implements project management processes and procedures; provides process, communications, and information within Information Technology Services (ITS) and cross-functional teams from various departments; creates, monitors, and reviews project plans for team members; tracks work activities of project staff; participates in systems design, selection, development, and implementation tasks among District staff and project teams; and identifies resources, issues, and risks and proposes potential solutions for encountered issues; prepares cost/benefit analysis and total cost of ownership projections for new and existing solutions.
2. Recommends project prioritization using established criteria; evaluates alternatives, determines time and cost estimates, recommends optimal resources and develops project timelines; monitors project progress and identifies resources, scope, and/or timelines; recommends options or resolves problems; performs post-implementation evaluation of projects and maintains project documentation; develops reports or report specifications to support strategic decision-making and to measure performance of software, business practices, and projects by key success measures.
3. Works cooperatively with District's Banner Enterprise Resource Planning (ERP) system and application experts in the review and application of business-related regulations and standards; communicates with users to determine immediate and future needs; develops and presents plans to appropriate users and managers; monitors ITS solutions to meet strategic initiatives.
4. Facilitates, fosters, and participates in organizational, operational, and research studies, analysis, and integrations; conducts need analysis and related functional requirement assessments specific to operations; researches and develops best-practice solutions to streamline business processes and workflows; evaluates software functionality to improve efficiency and effectiveness; researches, recommends, and implements technology solutions, resources, upgrades, or features to support transitions to new and existing business processes, programs, or procedures.
5. Establishes or adheres to information systems guidelines by which software extensions or integration interfaces are specified, designed, coded, tested, and implemented.
6. Participates in the development and implementation of goals and objectives as it relates to standards and priorities for assigned programs; recommends and administers standards and procedures while working with technical staff and other divisions and departments to identify and resolve inefficiencies.

7. Attends and participates in professional group meetings, workshops, conferences, trade shows and seminars; disseminates relevant technology information to management and ITS staff; stays current and maintains awareness of new trends and developments in the field of information technology, process analysis, and implementation; incorporates new developments as appropriate.
8. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; makes recommendations, within department policy, to increase efficiency and effectiveness of appropriate services and processes.
9. Establishes and monitors systems security measures and procedures related to assigned projects.
10. Serves on a variety of District committees; prepares and presents project reports, as needed.
11. Provides input in the development of the annual budget; participates in the forecast of funds needed for projects, equipment, materials, and supplies; monitors and recommends expenditures.
12. Provides training on software features or enhancements; optimizes use of current operational services and administrative information systems.
13. Performs related duties that support the overall objective of the position.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Methods and techniques of project management and control, information systems development and process analysis.
- Operational characteristics, services, and activities of information systems analysis, programming functions, and electronic data processing systems.
- Principles and practices of software development and administration and systems analysis, design, development, implementation, and maintenance.
- Principles and practices of budget preparation.
- Applicable federal, state, and local laws, codes, and regulations that may impact projects.
- English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Oversee and participate in the management of a comprehensive software analysis program, including systems analysis, design, development, and implementation.
- Participate in the development and administration of goals, objectives, and procedures, including analysis of problems, solutions, and consequences.
- Prepare administrative and financial reports.
- Develop effective system maintenance procedures.
- Research, analyze, and evaluate new and existing service delivery methods and techniques.
- Plan and organize work to meet schedules and changing deadlines.
- Perform basic record keeping functions.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including the District's Banner Enterprise Resource Planning (ERP) system and intermediate to advanced skills with Microsoft Office Suite and project management software.
- Maintain confidentiality of information.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Two years of college with major course work in management information systems, computer science, project management, or a related field.
- Industry certifications in project management may substitute for some education.

Experience

- Four years of increasingly responsible systems analysis and project facilitation experience, including two years of administrative responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: July 15, 2025