

Massachusetts School Building Authority

Job Description

Title: Project Manager 3
Department: Capital Planning - Data
Reports To: Deputy Director of Capital Planning
FLSA / Grade: Exempt / 12
Salary: \$88,330.00 - \$108,204.00

Position Summary

Participate in the development of long-term initiatives for the Capital Planning Department working closely with Capital Planning personnel as well as internal and external stakeholders. Provide peer review of Capital Planning reports ensuring coordination between reports and data among Capital Planning teams. Understand Capital Planning's utilization of MSBA Systems Applications. Reconcile reporting of data to maintain consistent format across all Capital Planning reports including MSBA Systems Reports. Provide analysis, support, and recommendations to coordinate reports with data available in MSBA Systems.

Essential Functions

- Participate in development of long-term initiatives working closely with Capital Planning Department as well as internal and external stakeholders.
- Provide peer review of Capital Planning reports. Provide analysis, support, and recommendations to coordinate reports using data shared among Capital Planning teams.
- Reconcile reporting of data to maintain consistent format across all Capital Planning reports including MSBA Systems Reports. Develop standards and manage implementation.
- Coordinate with other members of Capital Planning to modify existing or develop new MSBA Systems Applications, Reports, and data fields. Lead coordination between Capital Planning and IT Department with guidance from Deputy Director of Capital Planning.
- Provide quality control of data, including accuracy and timely entry of the data, entered in MSBA Systems Applications by Capital Planning department. Reconcile MSBA Systems data with existing reports maintained outside of MSBA Systems Applications.
- Review utilization of existing MSBA Systems Reports developed for Capital Planning. Identify archived and active reports maintained outside MSBA Systems Reports and recommend solutions to simplify, reduce, or eliminate non-MSBA Systems Reports.
- Monitor execution of programs and projects against approved budgets, schedules, performance measures, and other milestones, in partnership with Capital Program members.
- Support Capital Planning staff in the development of executive-level and public-facing presentations.
- Document and provide recommendations for future business processes. Drive towards continuous process improvements.
- Provide MSBA Systems Applications and other software training to new and existing staff. Training includes data definition, logic, source, location, and use.

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- Identify opportunities to continue to improve MSBA data tools to maximize the impact of existing and new software.
- Perform other duties as assigned.

Supervisory Responsibilities

- Manage and/or supervise personnel as assigned. Lead personnel to accomplish departmental and individual performance results.
- Participate in the recruitment, selection, and training of personnel with guidance from Deputy Director of Capital Planning.

Required Education, Experience and Skills

- Bachelor's degree in a related field.
- Five to ten years of applicable experience including data research, evaluation, metrics and trend analysis for multiple projects.
- Proficiency in Microsoft Office software applications, including Excel, Word, PowerPoint and Outlook.
- Exceptional communication skills and the ability to communicate appropriately at all levels of an organization; this includes written and verbal communications as well as visualizations
- Demonstrated ability to gather, analyze, and present complex technical information in a clear, concise, and understandable manner.
- Strong analytical and problem-solving skills.
- A task driven mindset as well as effective multitasking and follow up skills.
- Self-directed and highly motivated with a strong work ethic and customer service approach.
- Team player able to work effectively at all levels of an organization.

Preferred Education, Experience, and Skills

- Supervisory experience preferred.
- Experience in technical field of design, engineering, economics or business administration.
- Experience in planning, budgeting, data analysis, or project management processes in a public agency.
- Experience with data analytics and visualizations using Tableau.

Approved by _____
Jack McCarthy Executive Director/Deputy CEO

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Job Description

This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.