

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

INFORMATION TECHNOLOGY PROJECT COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, coordinates and supports the implementation and evaluation of assigned districtwide information technology initiatives and projects that support college and district operations. Exercises independent judgment in planning, tracking, communication, testing coordination, and reporting activities within approved project scope and guidelines. Serves as a project-level liaison with colleges, functional areas, consultants, and vendors for assigned initiatives. Works collaboratively within Information Technology Services and with stakeholders to support project outcomes, alignment with institutional priorities, and the maintenance of accurate project documentation, reports, and performance measures.

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. Coordinate day-to-day activities for assigned information technology projects to help ensure scope, schedule, communication, and quality objectives are met.
2. Plan, implement, and evaluate assigned districtwide information technology initiatives.
3. Interpret institutional needs and recommend project execution approaches.
4. Develop and maintain project plans, timelines, task lists, milestones, and dependencies using approved tools and methods.
5. Prepare, update, and distribute recurring project status reports and summaries, highlighting accomplishments, upcoming activities, risks, issues, and decisions needed.
6. Maintain project documentation repositories, including charters, requirements, test plans, change requests, risk and issue logs, decision logs, and lessons learned.
7. Coordinate project communication activities, including announcements, meeting invitations, agendas, minutes, action items, and follow-up communications.
8. Schedule, organize, facilitate and support project meetings, work sessions, and demonstrations; document outcomes, decisions, and action items and track them to completion.
9. Coordinate with functional and technical staff to gather and clarify business requirements, process impacts, and configuration needs and assist in translating these into project tasks and documentation.
10. Support tracking and communication of project risks and issues; assist in documenting responses and mitigation plans; monitor and report on status.
11. Assist with project budget tracking at a coordination level, such as monitoring invoices, tracking consultant/vendor effort, and preparing summary information for management review.
12. Coordinate testing activities by assisting with test schedules, test scripts, defect tracking, and communication with testers and technical staff.
13. Support change-management efforts by coordinating preparation and distribution of end-user communications, reference guides, and related informational materials in collaboration with subject matter experts.
14. Help organize, schedule and facilitate trainings, workshops, and demonstrations for end-users and stakeholders and support related logistics and follow-up.

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15. Coordinate and maintain contact lists, communication plans, and stakeholder engagement records for information technology projects.
16. Assist with data collection and analysis to support project evaluation, system performance, metrics, and reporting on project outcomes.
17. Serve as a front-line point of contact to the district, colleges, vendors, and system partners as the district's designated representative for routine project-related inquiries and assigned IT initiatives; provide information or route inquiries appropriately.
18. Work collaboratively with district and college personnel to support alignment of information technology projects with institutional priorities and applicable policies, procedures, and regulations.
19. Perform related duties as required.

MINIMUM 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:

1. Principles and practices of project management, including scope, schedule, communication, risk, and issue tracking.
2. College administrative applications, business practices, information technology services, and related computer operations in a higher education or similar environment.
3. Methods and techniques for preparing clear project status reports, presentations, and documentation for technical and non-technical audiences.
4. Techniques and tools for organizing and tracking tasks, deliverables, risks, issues, and decisions (e.g., spreadsheets, project management software, ticketing systems).
5. Principles and practices of effective meeting planning, facilitation support, and follow-up.
6. Modern office procedures, methods, and equipment, including standard productivity and collaboration software.
7. Basic principles of budget and financial tracking related to projects.
8. Record-keeping, data collection, and information-retrieval methods and systems.
9. English usage, grammar, spelling, punctuation, and standard business writing formats.
10. Interpersonal skills using tact, patience, and courtesy in a customer-service-oriented environment.
11. The diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

Ability to:

1. Coordinate and monitor multiple, concurrent project activities and deadlines with attention to detail using project management and web applications.
2. Prepare, organize, and present clear written and visual project status updates for varied audiences.
3. Maintain comprehensive and well-organized project documentation, logs, and files.
4. Effectively use project management and collaboration tools to track tasks, schedules, risks, issues, and decisions.
5. Plan, facilitate and support project meetings, including preparing agendas, documenting outcomes, and following up on action items.
6. Analyze basic project data, identify trends or issues, and summarize findings clearly and concisely.
7. Exercise sound judgment, initiative, and resourcefulness within established guidelines and project plans.
8. Work independently and as part of cross-functional teams without formal supervisory authority.
9. Establish and maintain effective working relationships with district and college personnel, students, consultants, and vendors.

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10. Understand, interpret, and apply applicable policies, procedures, regulations, and contractual requirements related to assigned projects.
11. Communicate clearly and concisely, both orally and in writing with project teams, stakeholders, vendors, etc.
12. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students and staff.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in information systems, computer science, business administration, public administration, project management, or a related field.

Formal training in project management methodologies (e.g., PMI, Agile, or equivalent frameworks) preferred; or Project Management Professional (PMP), CAPM, or equivalent project management certification preferred.

Experience:

Three (3) years of increasingly responsible experience in project coordination/management, business analysis, or related technical/administrative support for information systems or technology projects, preferably in a higher education or public-sector environment, including responsibility for preparing project communications and reports.

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

Adopted by Board of Trustees on: March 17, 2026

Effective: March 18, 2026

Job Family: Management Information Services