

Director I, Enterprise Project and Business Process Management

Position Details

Job Code: U7100

Reference Code: A452

Division/Unit: Strategy Unit

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

The Director of Enterprise Project and Business Process Management is responsible for leading the development and implementation of the Clark County School District's Enterprise Project Management (EPM) and Business Process Management (BPM) strategies. The Director will work closely with District, department, and school leaders to ensure that the District's work is implemented at the highest levels of efficiency and effectiveness and in alignment to District strategy. This position is directly responsible to the Chief Strategy Officer, Strategy Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Establishes, implements, and maintains project management standards, systems, structures, and tools for use across District Units and Divisions.
2. Establishes, implements, and maintains business processes, management standards, systems, structures, and tools for use across District Units and Divisions.

3. Manages projects or leads project managers for all strategic plan strategies and other major District initiatives and investments.
 4. Models, analyzes, and optimizes end-to-end business processes in all units/divisions in support of District strategic goals.
 5. Initiates, leads, monitors, and reports business process improvement cycles within Divisions and Departments.
 6. Develops and implements professional learning and operational improvement tools and resources to increase organizational capacity for project management and business process management.
 7. Plans and provides support for units, divisions, regions, and schools regarding project management and business process management.
 8. Designs and integrates project and business processes, governance systems and structures.
 9. Develops and implements District initiatives and projects and recommends, interprets, and evaluates policies, regulations, procedures, and standards, as required.
 10. Performs other duties related to the position, as assigned.
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Position Expectations

1. In-depth knowledge of various project management methodologies such as Agile, Scrum, Waterfall, etc., and the ability to apply them appropriately in different projects.
2. Knowledge and comprehensive understanding of business processes, management principles, methodologies, and best practices to optimize processes and workflows across the District.
3. Knowledge and familiarity with process automation tools and technologies to streamline workflows and enhance efficiency.
4. Knowledge and understanding of the District organization and the primary functions and responsibilities of all instructional/operational units and divisions.
5. Knowledge and proficiency in financial planning, budgeting, and resource allocation to ensure projects are adequately funded and resources are utilized effectively.
6. Knowledge of stakeholder analysis, engagement, and communication strategies to collaborate effectively with various District and school administrators, teachers and other staff, parents/guardians, and community members.
7. Knowledge in identifying, analyzing, and mitigating project risks to ensure successful project delivery and to identify and mitigate potential risks associated with process changes.

8. Knowledge and understanding of key performance indicators (KPIs), metrics, and data analytics to evaluate project outcomes, evaluate performance, and present reports to key stakeholders.
 9. Knowledge of local, state, and federal education policies and regulations.
 10. Knowledge and understanding of organizational dynamics and change management principles to facilitate smooth implementation of projects across the District.
 11. Ability to lead and inspire teams without supervisory authority, drive project goals, and create a positive and motivated work environment for administrators and leaders of Units and Divisions across the District.
 12. Ability to develop long-term project plans aligned with the District's strategic objectives.
 13. Ability to identify opportunities for improvement, implement, and measure the effectiveness of operational improvements on District strategy.
 14. Ability to map out existing processes, identify inefficiencies, and analyze data to suggest process improvements.
 15. Ability to communicate effectively, both written and verbally, to convey complex information to diverse audiences and foster productive collaboration.
 16. Ability to think strategically and creatively, and be able to develop and implement innovative short- and long-term solutions to problems.
 17. Ability to make timely and informed decisions and choices based on available data, project objectives, and risk assessment.
 18. Ability to negotiate with stakeholders and resolve conflicts that may arise during project execution or business process revision.
 19. Ability to make a commitment to continuous learning and staying updated with the latest trends and best practices in project management, business process management, and education.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in business, education, project management, organizational leadership, or related field, or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in a corresponding or related positions, or five (5) years successful supervisory experience related to the administrative position in a financial or business function.
2. Formal training in one (1) or more fields of project management, business process management, organizational improvement, or related fields.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

Certification by a recognized professional organization(s) in one (1) or more fields of project management, business process management, organizational improvement, or related fields.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Created: 09/20/23