



Manager III, IT PMO

Reports to:	Chief Information Officer	FLSA Status:	Exempt
Department:	Information Technology	Structure/Grade:	Unified 130
Division:	Information Technology	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Manages the IT Project Management Office (PMO) providing administrative support to the project management team; responsible for the overall function of the PMO providing leadership, coordination, and management of the project management processes and functions

Essential Job Duties

- Supervises the PMO team that is responsible for providing project management services.
- Ensures project management standards, processes and procedures are met by the PMO team.
- Reviews PMO handbook on a regular basis and ensures that it is updated as needed.
- Ensures that the PMO staff gets the necessary professional development training to assist in areas where they may be weak or to stay abreast of current industry standards, certifications, and other information.
- Prepares budgets for large technology projects for submission to BOE for approval.
- Directs the day-to-day operations of how projects are managed by the PMO team.
- Ensures vendor management is properly handled via specifications within technology RFPs, Bids, and/or contracts.
- Collaborates with project sponsors to ensure the preliminary scope of projects is defined before the project is assigned to a project manager.
- Creates and manages project budgets.
- Oversees resource procurement as needed for large projects.
- Ensures internal customers receive current hardware and software quotes as requested; ensures internal customers follow the correct process for making these requests.
- Collaborates with Finance through the approval process for all technology hardware and software purchases.
- Provides annual performance evaluation for PMO team.
- Performs other duties as assigned.

Qualifications

- Bachelor's Degree or higher in Project Management, Business, Computer Science, Information Technology or closely related area is required. Minimum of three (3) years of management experience required. Ten (10) years of experience in information technology project development, implementation, and management preferred.
- Program Management Professional (PgMP), Project Management Professional (PMP), Certified Business Analyst Professional (CBAP), or closely related certification(s) approved by PMI is required.



Knowledge, Skills, and Abilities

- Applies project management processes according to PMI standards and follows all relevant policies and procedures.
- Manages technology RFPs, bids, and vendor relationships to ensure compliance and efficiency.
- Communicates clearly, maintains records, and applies basic mathematics in daily tasks.
- Uses MS Office, MS Project Server, and SharePoint while collaborating effectively with stakeholders.
- Prioritizes assignments, handles multiple tasks, maintains confidentiality, and follows all safety regulations.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 11/17/2025