



# LOS ANGELES COMMUNITY COLLEGE DISTRICT

## Bench Contract Request for Resource

**IMPORTANT NOTE FOR CANDIDATES:** THIS POSTING IS INTENDED FOR PRE-QUALIFIED PROFESSIONAL SERVICES FIRMS. IN THE EVENT THAT A CANDIDATE APPEARS IN MORE THAN ONE FIRM SUBMISSION, THAT CANDIDATE RESUME SHALL BE DISCARDED FOR ALL INSTANCES IN WHICH IT APPEARS.

**POSTING:** 010-3  
**Position Title:** Technology Project Coordinator

**Type:** DISTRICT-WIDE / CAMPUS SPECIFIC  
**POST DATE:** July 23, 2010  
**DUE DATE:** August 6, 2010 – 5:00 PM  
**Short list post:** ~~August 16, 2010~~ – **Extended to August 20, 2010**  
**Interviews:** TBD – from 8:00 AM to 1:00 PM  
**Number of positions:** 10  
**Anticipated Start:** September 1, 2010  
**Duration:** 2-Yrs, with yearly extensions thereafter  
**Funding Source** Measure J

### Instructions:

- Review the Duty Statement.
- Use the Resume template provided on the website <http://www.build-laccd.org/bench/bench.htm>.
- Do not cut-and-paste this duty statement on resumes.
- Only the last or best three assignments are necessary.
- Ensure that the resumes fulfill the minimum requirements.
- Email electronic resumes to [CMRFQ@build-laccd.org](mailto:CMRFQ@build-laccd.org) by the due date specified above.
- Do not contact LACCD or college staff regarding this request.
- All team members are encouraged to participate and submit resumes directly to Build-LACCD, however, it is required that a copy of the submission be provided to the team lead.

### Duty Statement:

1. Work on multiple, complex IT/IS Bond funded projects independently – under the direction of the College Manager of Information Systems at each college or the CIO at the District Office to support the IT Project Coordination needs of colleges or the District Office in support of the Measure J Construction program.
2. Ability to juggle the technical aspects of large scale IT projects in support of the construction program while maintaining good communications and relationships with college IT and District IT and the construction program.
3. Coordinates all activities of multiple Bond funded technology projects to meet project deadlines and budgets, consistently.
4. Resolves conflicting demands of users in support of the construction program and in consultation with college IT.
5. Provide strong technical guidance/skills to guide design/construction issues and assist College and District IT staff.
6. Coordinate implementation of complex projects by others, to include: Technical Specification, Design Review, Budget Review, Copper/Fiber Infrastructure oversight, Data Center oversight, Service Provider oversight, Video Conferencing; E-Library's; Distance Learning across multiple campuses including attention to user support/training needs and product/system evaluation; Smart Classrooms designs and standards; and VOIP infrastructure and design
7. Identify, analyze, and resolve/trouble shoot design/construction problems in support of the IT projects of the construction program.
8. Respond to critical emergency calls, problems, and issues with college IT necessitated by the construction program.
9. Coordinate planned and unplanned technology project activities in Colleges, and District office.



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### Minimum Requirements:

- Possession of a Bachelor's Degree, in Engineering, Computer Science, or a closely related field
- 5 years of recent related experience in technology project coordination or technology management

### Preferred Requirements:

- Must have great communications and writing skills
- BICSI Registered Communications Distribution Designer (RCDD)
- Project management background / office build out experience
- Networking experience and familiarity with the needs and design of (routers, switches, wireless, convergence, security, VOIP)
- Knowledge of networking media types (copper and fiber), and low voltage circuits
- Large Scale project implementations (inside plant/outside plant IT infrastructure)
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- Familiarity with public works process and competition.
- Ability to exercise judgment and discretion and to set priorities and manage competing demands.
- Demonstrate a reliable, responsive and positive work ethic with the highest degree of integrity.

**Anticipated Billing Range: \$70 - \$110**