SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSOCIATE PRODUCT MANAGER

BASIC FUNCTION:

Under assigned supervision, the Associate Product Manager guides the product strategy and technology solutions for their department and related multi-disciplinary teams to increase reliance on data for educational insights; conducts research to understand the technology needs of end-users to inform product vision and functionality; provides product management support for data systems and technology solutions; works collaboratively with department leadership, as well as internal and external partners to develop and revise product vision and strategy; coordinates with internal and external teams to develop, implement, maintain, and evaluate the performance of systems; tests and guides end-user problem resolutions.

DISTINGUISHING CHARACTERISTICS:

The classification of Associate Product Manager is responsible for project management to implement product strategy and vision as determined in collaboration with department leadership.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in the classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Collaborates with department leadership to develop the strategy and vision for technology solutions that meet the needs of multiple stakeholders; works closely with a multi-disciplinary team to leverage technology solutions.

Communicates with management to discuss potential information technology and product design strategies and enhancements, as well as define project scope; aligns the activities of each team to

Coordinates with various technical teams to ensure that product roadmap timelines are met; works closely with stakeholders and quality assurance teams to ensure releases are on time and meet customer expectations.

Coordinates and facilitates sprint planning meetings with internal and external stakeholders to prioritize core functionality and enhancement; uses an Agile approach to development, including product discovery and product delivery, that is informed by customer needs.

Conducts user and market research and provides recommendations for product enhancements and core functionality that meets the needs of multiple end-users; communicates with internal and external stakeholders to refine core functionality.

Works in conjunction with data teams to use iterative processes to ensure constant product evolution to meet ever-changing end-user needs.

Conducts system tests; provides support for testing of systems, documents testing methods, and communicates with developers to resolve root-causes of software bugs; confirms the adequacy of and

Data and analytics usage in a Pre-K to post-secondary education environment.
Big data platforms (e.g., Microsoft Data Platform, etc.), Power BI and ETL processes
Excellent presentation skills needed to share product roadmaps and strategies before internal and external audiences,
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Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.

Approved by Personnel Commission: August 9, 2023

Marisa Perry

Marisa Perry   Date: 8/9/23
Director III – HR / Classified Personnel Services