



EMPLOYEE NAME: _____

Revised: 10/12; 10/13; 11/16; 6/18

JOB DESCRIPTION

POSITION TITLE: Project Specialist	JOB CODE: 489E
DIVISION: Operational Support	SALARY SCHEDULE: Prof/Supervisory Support Annual
DEPARTMENT: SPLOST	WORK DAYS: 238
REPORTS TO: Director, SPLOST	PAY GRADE: Rank I (K09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides departmental support in meeting District goals by assisting with planning and organizing for all areas of program management including, but not limited to; furniture, fixtures, and equipment for new schools/additions; maintenance; safety and security; and curriculum and instruction related projects.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree or its equivalency required (2 years of similar work level experience = 1 year of college) A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: None
3.	Experience: 3 years general business experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; may require lifting or moving objects at times; travel from site to site within the county
5.	Knowledge, Skills, & Abilities: Written and Oral Communication; excellent planning and organizational skills; proficient in the use of Microsoft Office Suite (i.e., Excel, Access, Project, PowerPoint, Word) other database, scheduling or presentation/design programs will be considered

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Compiles and generates reports as necessary for Department leadership relating to currently active projects.
3.	Provides database formulation, documentation management, spreadsheet design, and presentation design support for the Division.
4.	Provides support to ensure project deliverables are met in a timely and efficient manner within budget guidelines.
5.	Updates databases and documentation as required to ensure current and accurate information.
6.	Provides data analysis and reporting that can assist in project planning while providing benchmark data for future plans.
7.	Maintains excellent relations with external vendors and other District departments.
8.	Prepares and processes purchase orders as needed.
9.	Designs distribution and analysis of customer satisfaction surveys with Director input/approval.
10.	Performs other duties as assigned by appropriate administrator.

Note: This position will be funded through the Special Purpose Local Option Sales Tax (SPLOST) and may be eliminated when the funding expires.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____