# Job Description

**Position Title:** Technology Project Manager  
**Job Code:** 446G

**Division:** Strategy and Accountability  
**Salary Schedule:** Technology Services

**Department:** Technology Services  
**Work Days:** 238

**Reports To:** Senior Executive Director of Technology  
**Pay Grade:** Rank G (NT07)

**FLSA:** Exempt  
**Pay Frequency:** Monthly

**Primary Function:** Plans, organizes, and provides consulting services in the area of Project Management and major technology project initiatives for the District; assists in developing budgets and ensures adherence to established budgets.

## Requirements:

1. **Educational Level:** Bachelor’s Degree in Business Administration, Project Management, or equivalent experience
2. **Certification/License Required:** None required; PMI Certification preferred
3. **Experience:** 2 or more years of experience in Project Management
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; Proficient Skills: excellent planning and organizational skills, ability to manage time with flexibility; leadership ability to manage projects; knowledge of budget management; computer technology skills with knowledgeable use of Project Management software

*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. Writes project plans including needs assessment, planning schedules, equipment specifications, and evaluation incorporating PDIS methodologies.
3. Provides project summations, status of projects, and other reports as needed.
4. Serves as a liaison between District divisions, local schools, vendors and contractors.
5. Coordinates SPLOST and other initiatives for the District using accepted Project Management methodologies.
6. Coordinates with internal and external customers to ensure timely project integration.
7. Provides continuous follow-up for project evaluation and customer satisfaction.
8. Maintains an excellent relationship with vendors and District personnel as related to District projects and initiatives.
9. Ensures adherence to budgets established for projects.
10. Adheres to Standards of Performance as established by the Department.
11. Serves as a resource expert and provides assistance as a team member for other Project Management staff as needed.
12. Performs other duties as assigned by the appropriate administrator.

Signature of Employee ___________________________ Date ____________________

Signature of Supervisor ___________________________ Date ____________________