

### JOB DESCRIPTION

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| <b>POSITION TITLE:</b> Technology Project Manager  | <b>JOB CODE:</b> 446G                       |
| <b>DIVISION:</b> Strategy and Accountability   | <b>SALARY SCHEDULE:</b> Technology Services |
| <b>DEPARTMENT:</b> Technology Services   | <b>WORK DAYS:</b> 238                       |
| <b>REPORTS TO:</b> Senior Executive Director of Technology   | <b>PAY GRADE:</b> Rank G (NT07)             |
| <b>FLSA:</b> Exempt  | <b>PAY FREQUENCY:</b> Monthly               |
| <b>PRIMARY FUNCTION:</b> 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:**

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| 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:**

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| 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 \_\_\_\_\_