



EMPLOYEE NAME: \_\_\_\_\_

Revised: 2/07; 7/07; 10/11; 10/12; 9/17; 6/18; 11/20; 4/22

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Director, Project Management	<b>JOB CODE:</b> 643
<b>DIVISION:</b> Technology Services	<b>SALARY SCHEDULE:</b> Technology Services
<b>DEPARTMENT:</b> Project Management	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Chief Technology Officer	<b>PAY GRADE:</b> Rank A (NT01)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Directs resources and activities for special projects; directs tactical and operational IT substructure to support District goals; aligns and calibrates the organization's technology 3-year plan strategy with district priorities; oversees technology e-Rate processing for compliance and reporting; facilitates the development and implementation of special projects enterprise plans that support technology objectives.	

### REQUIREMENTS:

1.	Educational Level: Bachelor or master's degree in computer science, Information Systems or other related field; or equivalent experience (2 years of exempt level experience = 1 year of college). A combination of experience and education may be used to meet the degree requirement
2.	Certification/License Required: None
3.	Experience: Minimum of 5 years of IT and business/industry work experience, with at least 2 years of leadership experience in managing multiple, large, cross-functional teams or projects, and influencing senior level management and key stakeholders; requires advanced technical and business knowledge in quality assurance, project management and other related disciplines
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

*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.	Co-ordinates E-rate reporting to help maximize reimbursement for approved products and services.
3.	Administers and coordinates the development of district-wide Technology initiatives to include project scope, budget analysis, rollout schedule, communication plan as well as manage and mitigate risks.
4.	Develops and establishes strategic project management and quality standards and methods that ensure on-time and in-scope delivery.
5.	Manages all Technology Department funds including General Funds and SPLOST Funds while providing comprehensive reports throughout the fiscal year to the Chief Technology Officer to assure adherence to established budgets.
6.	Facilitates a current 3-year technology plan with annual assessment and updates to that plan.
7.	Evaluates new products and services for District usage.
8.	Monitors and analyzes project metrics to identify weaknesses or problems and to propose operational improvements for cost savings in future projects.
9.	Establishes partnerships for special district technology projects with other Technology Directors, technology staff and district administrative staff to achieve project objectives.
10.	Performs other duties as assigned by Chief Technology Officer.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_