



EMPLOYEE NAME: _____

Revised: 10/12; 10/13; 7/22

JOB DESCRIPTION

POSITION TITLE: Program Manager	JOB CODE: 489B
DIVISION: Operational Support	SALARY SCHEDULE: Prof/Supervisory
DEPARTMENT: SPLOST	WORKDAYS: Annual Administrative Employee
REPORTS TO: Director, SPLOST	PAY GRADE: Rank B (NK02)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates the planning, implementation, and completion of SPLOST construction projects and activities.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree required; Degree in Architecture, Engineering, Planning, or Building Construction preferred; Master’s degree preferred
2.	Certification/License Required: None; professional licensure in Architecture, e-Engineering, Planning or Project Management preferred; Valid Georgia Driver’s License required
3.	Experience: 5 years of experience in architecture, engineering, or construction management; experience with construction of K-12 school projects preferred
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; ability to climb ladders
5.	Knowledge, Skills, & Abilities: Written and oral communication; ability to interact effectively with architects, engineers, contractors, school principals, and members of the community; 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; public speaking skills

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.	Acts as liaison between design professionals and the district during the design and documentation phase of projects.
3.	Ensures that all stakeholders have adequate input to the design process; coordinates and chairs meetings with any departmental and/or local school staff necessary for a successful completion of each project.
4.	Provides project summations, status of projects, and other reports as needed.
5.	Manages, in conjunction with the Construction Manager, the project schedule and project budget to assure on-time and under-budget delivery of projects.
6.	Facilitates and reviews the work of architects, engineers, and other professionals for conformance with the District’s Program, Education Specifications, Guide Specifications, local codes, state and federal standards, and constructability of projects.
7.	Participates in development of updated District Educational Specifications and Guide Specifications as required.
8.	Coordinates submittal of design documents to the Department of Education and local code enforcement authorities for review and permits.
9.	Represents the District at designated meetings.
10.	Prepares and introduces project overview presentations for District and/or community meetings; leads question/answer sessions regarding the projects.

11.	Reviews invoices for payment to architects, engineers, and other professionals.
12.	Assists Construction Manager in contract administration during construction.
13.	Participates in yearly updates to the district's GaDOE, Capital Outlay Planning Program and 5-year Local Facilities Plan.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____