



EMPLOYEE NAME: _____

Created: 7/09; Revised: 5/10; 5/13; 3/15; 9/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Senior Executive Director, SPLOST	JOB CODE: 601Y
DIVISION: Operational Support	SALARY SCHEDULE: NA
DEPARTMENT: SPLOST	WORK DAYS: 238
REPORTS TO: Deputy Superintendent, Operations	PAY GRADE: NZ00 (Based on CH66, Steps 27-29)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Directs all aspects of the planning, implementation and completion of SPLOST projects and activities.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required
2.	Certification/License Required: Valid Georgia Driver’s License
3.	Experience: 10 years of experience in administration of planning and program management; prior supervisory experience also required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; organization; planning

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.	Provides overall leadership to Planning, Construction, Project Services, and SPLOST Accountability in regard to SPLOST initiatives.
3.	Provides SPLOST accountability oversight to ensure appropriateness of expenditures; coordinates with the Deputy Superintendent, legal counsel and auditor to confirm appropriateness as required.
4.	Coordinates the progress of capital projects to ensure the consistency of services provided and that appropriate timelines are met.
5.	Reviews and evaluates the recommendations regarding designs, plans, schedules, budgets and construction.
6.	Assists in the selection and evaluation of District vendors and consultants as appropriate.
7.	Evaluates and coordinates individual project time requirements, cost and budget processes; reviews and evaluates completion schedules.
8.	Prepares, reads and interprets financial reports, spreadsheets and related materials.
9.	Represents the District at designated meetings, including meetings with the community to introduce and/or review planned projects.
10.	Attends School Board meetings.
11.	Attends Facilities and Technology Oversight Committee meetings.
12.	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 _____