

JOB DESCRIPTION

POSITION TITLE: Assistant Director, SPLOST	JOB CODE: 489C
DIVISION: Operational Support	SALARY SCHEDULE: Prof/Supervisory Support
DEPARTMENT: SPLOST	WORKDAYS: Annual Administrative Employees
REPORTS TO: Senior Executive Director, SPLOST	PAY GRADE: Rank C (NK03)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Plans, organizes, implements, and provides consulting services in the district's project management. Assists in developing budgets and ensures adherence to established budgets. Projects include but are not limited to Safety and Support; Curriculum and Instruction initiatives; Furniture, Fixtures and Equipment and Technology moves for New/Replacement Facilities or Additions/Modifications, Maintenance and Renovations projects, including those for Portables. May be assigned as a team member or resource on other projects teams as required.	
REVISION DATE(S): 9/26	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree or its equivalency required (2 years of similar work level experience = 1 year of college) A combination of experience and education may be used to meet the bachelor's degree requirement; however, the work experience years used to qualify for the bachelor's degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: None; PMI Certification preferred
3.	Experience: 3 years of experience in Project Management, leadership experience 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
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning and organization; ability to manage time with flexibility; leadership ability to manage projects; 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.	Supervises and evaluates Logistics Managers and GIS Analyst.
3.	Writes project plans including needs assessment, research, planning schedules, equipment specifications, and evaluations using accepted project management methodologies for assigned projects as identified in Primary Function above.
4.	Manages assigned project resources as necessary to meet all project goals.
5.	Provides project summations, status of projects, and other reports as needed.
6.	Serves as a liaison between district divisions, local schools, vendors, and contractors.
7.	Implements and coordinates SPLOST and other initiatives for the district using accepted project management methodologies.
8.	Coordinates with internal and external customers to ensure timely project integration.
9.	Provides continuous follow-up for project evaluation and customer satisfaction.
10.	Maintains an excellent relationship with vendors and district personnel related to District projects and initiatives.
11.	Ensures adherence to budgets established for projects.
12.	Submits purchase orders and/or invoices for assigned projects.
13.	Adheres to Standards of Performance as established by the department.

14.	Serves as a resource expert and provides assistance as a team member for other staff as needed.
15.	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 _____