



EMPLOYEE NAME: _____

Revised: 10/12; 10/13; 6/18;7/22, 10/24

JOB DESCRIPTION

POSITION TITLE: Director, SPLOST Program Management	JOB CODE: 489A
DIVISION: Operational Support	SALARY SCHEDULE: Prof/Supervisory Support
DEPARTMENT: SPLOST	WORKDAYS: 235
REPORTS TO: Senior Executive Director, SPLOST	PAY GRADE: Rank A (NK01)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership to and directs the Program Management, Construction and Logistics Team members.	
REVISION DATE(S): 10/24	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree required; degree in Architecture, Engineering, Construction Management, or Business Administration preferred
2.	Certification/License Required: None required; professional license in Architecture, Engineering, Planning, Project Management or General Contracting preferred
3.	Experience: 10 years of experience in administration of planning, program management or construction; prior supervisory experience also required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Leadership; excellent planning and organizational skills; excellent written and oral communication skills; ability to interact effectively with architects, engineers, contractors, school principals and members of the community; ability to manage time with flexibility; knowledge of schedule & budget management. Knowledge of how schools operate and how students move in and about the facilities; knowledge of how to interact with the various departments within the school district i.e. Financial Services, Maintenance, Procurement

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.	Hires, supervises, and evaluates the Program Management, staff.
3.	Coordinates progress of capital projects to ensure the consistency of services provided and that appropriate budgets and timelines are met.
4.	Reviews and evaluates recommendations regarding, plans, designs, schedules, budgets, construction, and logistics.
5.	Assists in the selection and evaluation of district vendors and consultants as appropriate.
6.	Evaluates and coordinates individual project time requirements, cost and budget processes; reviews and evaluates completion schedules.
7.	Prepares, reads, and interprets financial reports, spreadsheets, and related materials.
8.	Represents the district at designated meetings, including meetings with the community to introduce and/or review planned projects.
9.	Attends CCSD related meetings as required
10.	Assists in evaluation of the districts design requirements and educational standards.
11.	Keeps a record of and updates all necessary data on all school district facilities
12.	Keeps a record of and assists on the updates to all floor plans for all school district facilities

13.	Coordinates and oversees all interaction with the Georgia Department of Education including the update to the Local Facilities Plan every five years and the yearly State Capital Outlay applications
14.	Coordinates and assists in evaluating individual school attendance zones and the physical representation of those zones
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 _____