



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

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

**JOB DESCRIPTION**

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

**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

*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, Construction and Logistics staff.
3.	Coordinates progress of capital projects to ensure the consistency of services provided and that appropriate 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.	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 \_\_\_\_\_