

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### MANAGER OF COMPLIANCE & PROJECT MANAGEMENT

**SALARY SCHEDULE: ADMINISTRATIVE – I**

**COST CENTER: ENTERPRISE INFORMATION TECHNOLOGY (9020)**

**QUALIFICATIONS:**

- Bachelor's Degree from an accredited educational institution.
- Minimum of five (5) years' experience in technology project management; ITIL or PMP certification preferred.
- Minimum of two (2) years' experience in the education sector, either in K-12 or post-secondary institutions preferred.
- Demonstrated successful ability to delivery large-scale technology projects by coordinating timelines, budgets, and stakeholder engagement, while mitigating risks and resolving challenges.
- Demonstrated ability in establishing and maintaining technology standards across the district to ensure consistency, security, and compliance with regulations and industry best practices.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of data processing, telecommunications systems, security systems and applications and technology/network infrastructure planning.
- Knowledge of School Board rules and regulations related to assignments.
- Ability to plan, organize and prioritize assignments.
- Ability to balance several job functions at one time and work under a heavy workload.
- Ability to work cooperatively and collaboratively with other departments and agencies.
- Ability to communicate effectively, both orally and in writing.

**REPORTS TO:**

Director of Enterprise Information Technology

**JOB OBJECTIVE:**

To provide leadership and technical expertise in the development and execution of both strategic and tactical plans, encompassing all aspects of project management and new initiatives related to services and applications within the district. This includes overseeing the planning, implementation, and evaluation of projects, ensuring alignment with organizational goals, and fostering collaboration across departments to drive innovation and efficiency. To lead by example in all interpersonal and performance aspects of this key role.

**SUPERVISES:**

Strategic Initiative Project Manager  
Project Management II  
Project Management Support  
Computer Repair Specialist  
Mailroom Clerk  
Switchboard Operator

**PERFORMANCE RESPONSIBILITIES:**

- Develop, maintain and document formal project plans.
- Assist the Executive Director and Director in developing and managing budgets and resource allocation for ongoing and future IT projects.

## **PROJECT MANAGER (CONTINUED)**

- Design, implement, and maintain a change management model to ensure compliance with all district policies and industry best practices.
- Coordinate the efforts, scheduling and resources from technical staff member in multiple functional groups to maximize efficient use of resources.
- Coordinate the efforts, scheduling and resources for internal staff, vendors, customers and other stakeholders.
- Coordinate communications efforts between internal staff, vendors, customers and other stakeholders to ensure that all parties are kept abreast of status during all phases of a project.
- Supervise project related work as appropriate.
- Direct departmental staff and contractors as appropriate
- Provide consulting and contract management services, systems integration, and delivery of projects within established budget and deadlines.
- Perform specialize technical support for new technologies to evaluate performance, feasibility, cost effectiveness and usability.
- Lead in collaboration with other Managers as necessary, the definition of the enterprise business process views (the macro systems view) and the development of the interconnections of systems (the micro systems view) to support enhanced business outcomes.
- Lead in collaboration with other Managers as necessary, the definition of data standards and interconnection of data repositories necessary to support enhanced business analytics and decision support.
- Lead in collaboration with other Managers as necessary the development of a three year strategic plan for the retirement, replacement or refreshing of our application portfolio, data stores, and underlying support technologies.
- Provide leadership to the Project Management Office ensuring consistency, collaboration and the application of strategy in delivery of the services we offer our district in the consultations, assessment, management and implementation services around emerging technologies.
- Consult with present and potential district users of computer systems for preliminary determination of system and/or program feasibility.
- Chair structured walk through committee of Information Services to review and approve all designs for changes to existing system and proposed new systems.
- Evaluate application software packages for their use in the district and assist in installation, as required.
- Evaluate the work of supervisors, systems analysts and programmers participating on projects.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.