SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PROJECT MANAGEMENT SUPPORT

SALARY SCHEDULE: SSP-11

COST CENTER: INFORMATION TECHNOLOGY (9020)

QUALIFICATIONS:
  (1) Associate's Degree or higher in Business Administration, Computer Science, or related field or 60 credit hours towards a Bachelor's degree preferred; High School Diploma required.
  (2) Minimum of three (3) years direct experience in information technology. Windows based environment experience preferred.
  (3) Minimum of two (2) years successful experience in project management with demonstrated understanding of project management concepts.
  (4) Demonstrated ability and experience in planning, organizing, implementing, and completing a complex project plan with computers and K-12 classroom technologies.
  (5) Possess a valid Driver's License.

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:
  Project Management Manager

JOB GOAL
To provide technical expertise in the development and execution of strategic and tactical plans around all aspects of the development, implementation and training of the information technology projects.

SUPERVISES:
  N/A

PERFORMANCE RESPONSIBILITIES:
  *(1) Monitor compliance to contract documents by contractor.
  *(2) Consult with vendors and affiliated team members in the design of the new systems to ensure compliance with District regulations.
  *(3) Monitor the project schedule and prepare progress reports as requested on all phases of implementation and training for various information technology projects.
  *(4) Make frequent visits to schools for first-hand knowledge of system successes and challenges.
  *(5) Provide training and assistance to school and District staff as needed/requested.
  *(6) Assist with development of budget estimates.
  *(7) Develop and maintain automated tracking systems for projects.
  *(8) Monitor project schedule to ensure timely project completion.
  *(9) Assist in research / clarification and resolution of issues and problems.
  *(10) Demonstrate initiative in the performance of assigned responsibilities.
  *(11) Provide for a safe and secure workplace.

School Board Approved April 2, 2013 – Revised March 26, 2019 – Revise March 03, 2020 – Revised February 1, 2024

PROJECT MANAGEMENT COORDINATOR (Continued)

       *(12)   Model and maintain high ethical standards.
       *(13)   Follow attendance, punctuality and proper dress rules.
       *(14)   Maintain confidentiality regarding school matters.
       *(15)   Maintain positive relationships with staff and vendors.
       *(16)   Participate in workshops and training sessions as required.
       *(17)   Communicate effectively with staff and vendors.
       *(18)   Respond to inquiries and concerns in a timely manner.
       *(19)   Prepare all required reports and maintain all appropriate records.
       *(20)   Follow all School Board policies, rules and regulations.
       *(21)   Exhibit interpersonal skills to work as an effective team member.
       *(22)   Demonstrate support for the School District and its goals and priorities.
       *(23)   Sustained focus and attention to detail for extended periods of time.
       *(24)   Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
    Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:
    Salary and benefits shall be paid consistent with the District's approved compensation plan.
    Length of the 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.

Job Description Supplement No. 10

*Essential Performance Responsibilities