

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PROJECT COORDINATOR

SALARY SCHEDULE: SSP-12

COST CENTER: CONSTRUCTION SERVICES (9042)

QUALIFICATIONS:

- (1) High school diploma or equivalent. Associate Degree in business or construction related field preferred.
- (2) Hands-on experience in construction bookkeeping, reporting and budgeting.
- (3) Experience in project management, from conception to delivery.
- (4) Experience with industry related software such as BlueBeam, Sharepoint and Microsoft Office.
- (5) Experience using Archibus, MAPPS or other facility management software preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Strong organizational and multi-tasking skills. Excellent analytical and problem-solving skills. Proven ability to assist Project Managers with organizing and controlling project activities. Ability to coordinate meetings, resources and information to ensure projects run smoothly. Control workflows, scheduling assignments, evaluating the project and reporting status to management and stakeholders.

REPORTS TO:

Director, Construction Services

JOB GOAL

To assist with facilitating projects through design, permitting, construction and closeout.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist Project Managers with project budgets, design documents, and project schedules.
- * (2) Assist Building Official with permit documentation including reviewing and logging documents for completeness, following up on missing documentation and updating Building Official on upcoming projects.
- * (3) Manage project-related documents electronically by ensuring all necessary materials are current, properly filed, stored and retained.
- * (4) Communicate with stakeholders about project requirements, scope and objectives.
- * (5) Adhere to budget monitoring procedures for all assigned projects.
- * (6) Participate in project meetings as necessary.
- * (7) Create action plans and follow up with items assigned.
- * (8) Update and maintain the District's Technical Guidelines for new construction, renovation and remodeling.
- * (9) Manage documents and use project management tools.
- * (10) Ensure adherence to good safety standards.
- * (11) Maintain confidentiality regarding school slash workplace matters.
- * (12) Model and maintain high ethical standards.

Project Coordinator (Continued)

- * (12) Represent the district in a positive and professional manner.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.
- * (14) Respond to inquiries and concerns in a timely manner.
- * (15) Communicate effectively with staff administrators and vendors.
- * (16) Keep supervisor informed of potential problems or unusual events.
- * (17) Follow federal and state laws as well as all school board policies rules and regulations.
- * (18) Demonstrate support for the school district and its goals and objectives.
- * (19) Prepare all required reports and maintain appropriate records.
- * (20) Participate successfully in the training programs offered to increase skill and proficiency related assignment.
- * (21) Follow all school board policy's rules and regulations.
- * (22) Exhibit interpersonal skills to work as an effective team member.
- * (23) Demonstrate support for the school district and its goals and priorities.
- * (24) Sustained focus and attention to detail for extended periods of time.
- (25) 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 the provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

* Essential Performance Responsibilities