

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PROJECT MANAGER, SCTI

SALARY SCHEDULE: ADMINISTRATIVE - J

COST CENTER: SARASOTA COUNTY TECHNICAL INSTITUTE (0391)

QUALIFICATIONS:

- (1) Associate's Degree from an accredited educational institution preferably in Management, Business Administration, Building Construction, Building Administration
- (2) Preference given to Bachelor's Degree.
- (3) Minimum three (3) years experience in an educational setting.
- (4) Experience in project management.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to survey project situation, perform needs analysis, plan, organize, and manage project to completion. Ability to handle multiple and concurrent projects. Ability to supervise a small number of employees. Ability to plan, organize, and prioritize activities. Ability to communicate effectively, both orally and in writing. Effective working relationship with community resources, vendors, and service providers. Ability to work effectively in multi-ethnic environment. Ability to use a participatory management style and consensus building approach. Ability to read, interpret, and enforce state board rules, code of ethics, School Board policies, and other appropriate state evaluation procedures.

REPORTS TO:

Business Manager, Sarasota County Technical Institute

JOB GOAL

To provide project planning and management for SCTI within the Business Support Services function.

PERFORMANCE RESPONSIBILITIES:

- *(1) Serve as business support project coordinator/manager.
- *(2) Serve as a liaison with the district Business Support Services departments.
- *(3) Assist the Business Manager with the coordination of the records retention process.
- *(4) Serve as the Volunteer Coordinator for SCTI.
- *(5) Monitor campus facilities to ensure safe, clean facilities and well-kept grounds.
- *(6) Involve the school community in the decision-making process at appropriate levels.
- *(7) Communicate the vision, mission and goals of the school.
- *(8) Provide focus on high standards and priorities of the school.
- *(9) Implement effective communication procedures with school and district personnel.
- *(10) Promote feelings of pride and positive public relations regarding the school.
- *(11) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(12) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- *(13) Respond to inquiries or concerns in a timely manner.

PROJECT MANAGER, SCTI (Continued)

- *(14) Keep the Business Manager informed of potential problems or unusual events.
- *(15) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(16) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(17) Represent, consistently, the District in a positive and professional manner.
- *(18) Provide leadership and direction for the assigned areas of responsibility.
- *(19) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(20) Set high standards and expectations for self and others.
- *(21) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(22) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(23) Facilitate problem solving by individuals or groups.
- *(24) Act under the direction and on behalf of the Director and the Business Manager of the SCTI in matters relating to major lines of responsibilities and otherwise at his/her discretion
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(26) 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:

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