

Santa Rosa County School District
Job Description
IT Project Manager

Reports To: Assistant Superintendent, ITS
FLSA Status: Exempt
Department: Information Technology Services
Prepared by: Human Resources
Date: October 1, 2022
Job Code:
Position #:
Range: 22

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to performed that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

- Managing multiple complex IT projects simultaneously.
- Coordinating with district and school administrators on projects.
- Coordinating with Purchasing on IT-related bids and proposals.
- Budget and Purchasing responsibilities.
- Preparing executive project reports and spreadsheets.
- Managing project dashboards.
- Liaise with district Public Information Officer as needed.
- Perform other duties as required or assigned. The omission of specific statements of duties does not exclude them from the position especially if the work is similar, related or a logical assignment to the position, nor does every position allocated necessarily perform every duty listed.

Minimum Qualifications & Skills:

- Graduation from an accredited college with a bachelor's degree in Computer Science, Management, Communications, or reasonably equivalent major that lends itself to Project Management.
- Two years of practical project management experience.

- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board will determine what is necessary and appropriate for each position.

Preferred Qualifications & Skills:

- Project Management Certification
- Experience with SmartSheet application software
- Strong Microsoft Excel experience
- Database experience

Physical Demands:

Sit for extended periods. Heavy and moderate lifting and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, walking, standing, bending, stooping. Drive and operate a motor vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties and responsibilities of this job.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS).
- Personal and family health care plans available include medical, dental and vision .
- Paid vacation, sick leave, and optional personal leave.
- Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff.

Supervision Received:

Assistant Superintendent, ITS

Supervision Exercised:

Assigned Personnel