

## PROJECT MANAGER – DIVISION SPECIFIC

### SUMMARY/SCOPE/GOAL

The purpose of this position is to manage projects, maintain and improve processes and procedures utilized by Brevard Schools' students, teachers, and staff.

### QUALIFICATIONS

#### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

##### REQUIRED:

- Bachelor's Degree required.
- Three (3) years' experience in the field of project management or closely related experience.

##### PREFERRED/DESIRED:

- Master's Degree preferred.
- Experience managing and implementing large projects.

#### CERTIFICATIONS/LICENSES/TRAINING:

##### REQUIRED:

- Valid Florida Driver's license.

##### PREFERRED/DESIRED:

### PERFORMANCE RESPONSIBILITIES

#### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Define, deliver, and support strategic plans for implementing projects within the set budget and time constraints.
2. Research and study organizational goals, strategies, practices, and projects.
3. Complete projects by coordinating resources and timetables across multiple departments and organizations/vendors.
4. Delegate tasks on the project to employees best positioned to complete them.
5. Verify project results by conducting tests and audits.
6. Recommend strategies, policies, and procedures through evaluation of organizational outcomes, challenges, trends, and requirements.
7. Manage resources for each project, including but not limited to budgets, tools, equipment, and personnel.
8. Use appropriate project management tools and technique to track and report on project performance.
9. Adjust schedules and targets on the project as needs or financing for the project changes.
10. Establish and maintain positive relationships with multiple departments and third parties.
11. Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress.
12. Travel to school and work sites throughout the county

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13. Prepare comprehensive project plans to include schedules, personnel, budgets, materials, tools, and other resources pertaining to the project.

### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

## KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

### JOB RELATED:

Skills in verbal and written communication. Skill in presentation, teaching and publications. Ability to use tools of technology. Ability to work effectively and cooperatively with others. Skills in planning and organization. Ability to handle paperwork and record keeping tasks efficiently. Ability to handle confidential material or information appropriately. Ability to accept direction, responsibility, and the resulting accountability. Ability to work independently and on a variety of multi-faceted tasks. Knowledge of project management, processes and procedures within the department of service.

### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

## PHYSICAL DEMANDS/WORK ENVIRONMENT

### PHYSICAL REQUIREMENTS:

#### (S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

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### POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

### TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

#### FOR HR USE ONLY:

<b>DIVISION:</b>	Various Divisions	<b>DEPARTMENT:</b>	Various Departments
<b>TITLE CODE:</b>	Cxxxx	<b>CONTENT BY:</b>	Director – Student Services
<b>GRADE:</b>	22	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB (Exempt)	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	Submitted 2/22/2022	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	3/1/2022	Developed	Dr. Fontan – Director Student Services

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*