

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### STRATEGIC PLANNING AND SPECIAL PROJECTS LEAD

**SALARY SCHEDULE: ADMINISTRATIVE H**

**COST CENTER: INFORMATION TECHNOLOGY (9020)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree, preferably in Business, Education or related field; or Associate's Degree in technical, business, or related field with 5 years working experience in technical or project management field.
- (2) Demonstrated experience with productivity and analytic software to include Microsoft Office suite, Power BI, and project management software.
- (3) Experienced in the coordination and implementation complex and multiple operational, technical and instructional projects.
- (4) Demonstrated ability to research, prepare, and produce evaluation reports for Request For Proposals (RFPs).
- (5) Demonstrated ability to communicate effectively in public forums on a wide range of topics.
- (6) Demonstrated ability to design, prepare and produce detailed presentations, Standard Operating Procedures and reports in a medium to large enterprise environment.
- (7) Five (5) years' successful experience in the coordination and management of medium to large technical projects; K-12 education related projects preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Strong knowledge of District Strategic Plan and priority indicators therein. Detail-oriented, conscientious, and deadline-driven; familiar with project management and reporting tools. Demonstrated experience in researching technical solutions, the integration of solutions, and preparing recommendations on purchase and integration. Able to maintain effective working relationships with other employees, school and supervisory staff. Able to multi-task, collaborate, and communicate in an effective manner. Able to evaluate a potential project and develop an effective course of action. Able to conduct needs-based technical assistance and training. Committed to providing professional, courteous, consistent, and efficient service through the performance of prescribed job duties. Understanding of educational organizations, public school systems and other governmental bodies/units a plus

**REPORTS TO:**

Supervisor Manager, Business Support Services & Project Management

**JOB GOAL**

Performs a variety of highly responsible administrative tasks in strategic planning, designing processes and systems to improve organizational effectiveness. Leads and coordinates special projects involving multiple departments, divisions and schools. coordinates on effective process and project management, identifying and managing key performance indicators to increase organizational performance, and related aspects of continuous improvement project management.

**SUPERVISES:**

N/A

## **STRATEGIC PLANNING AND PROJECTS LEAD (Continued)**

### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Ensures the successful completion of major projects and initiatives associated with the district's strategic plan,
- \* (2) Confers with the IT supervisors, IT Director and Executive Director to plan project objectives,
- \* (3) Develop realistic timelines to coordinate with cross-division and cross-departmental functions.
- \* (4) Coordinates engagement efforts to ensure wide and representative participation by all stakeholders strategic planning and special projects. Prepares recommendations for consideration by the Office of Instructional Technology direct supervisor, IT Director and Executive Director.
- \* (5) Identify potential project risks and benefits, after reviewing data and related information, and collaborating with other staff in developing, implementing and evaluating potential options and solutions.
- \* (6) Prepare project KPI indicator reports and dashboards for community and district stakeholders
- \* (7) Produces detailed written reports, Standard Operating Procedures and other documents to inform management of project development, scope maintenance, delays, timeliness, and estimated time of completion.
- \* (8) Provide regular technical assistance, support, and feedback to schools and departments.
- \* (9) Analyze complex data sets on multiple operational and educational variables associated related to planning management and evaluation of success
- \* (10) Handles sensitive information and maintain privacy and confidentiality in keeping with legal mandates and school board policies
- \* (11) Proactively seeking to provide service and solve problems within collaborative, team-oriented environment.
- \* (12) Communicate with staff concerning project monitoring procedures, project status, and overall success.
- \* (13) Demonstrate initiative in the performance of assigned responsibilities, complete assignments with minimum supervision, and respond to inquiries, requests, and concerns in a timely manner.
- \* (14) Demonstrate effective communication that promotes transparency, collaboration, and efficiency with all stakeholders and supervisory staff to include the identification of potential concerns and problems, possible solutions, timely follow-up activities, and practices for continuous improvement toward project completion
- \* (15) Develop and maintain positive relationships with and provide support for internal staff, vendors, school staff (to include traditional, charter, and private schools), and community organizations.
- \* (16) Exhibit interpersonal skills and behaviors to work as an effective team member.
- \* (17) Demonstrate support for the department and district goals and priorities.
- \* (18) Provide for a safe and secure workplace.
- \* (19) Model and maintain high ethical standards.
- \* (20) Follow attendance, punctuality and proper dress rules.
- \* (21) Maintain confidentiality regarding all work-related matters.
- \* (22) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (23) Perform other duties as assigned.
- \* (24) 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:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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.

## **STRATEGIC PLANNING AND PROJECTS LEAD (Continued)**

### **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. 11**

\*Essential Performance Responsibilities