

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST II, IS Project

QUALIFICATIONS

- Associates Degree and/or two years of experience in managing technology projects or four years experience with responsibilities involving Information Services technology.
- Knowledge of desktop computer hardware and software, local and wide area networks, network hardware and telecommunications.
- Effective written and oral communication skills with personnel at all levels.
- Strong organizational skills.

REPORTS TO Supervisor Of Information Services Support **SUPERVISES** No supervisory duties

POSITION GOAL

To ensure teamwork, communication, planning and documentation is established between the schools, Information Services and vendors on technology projects.

PERFORMANCE RESPONSIBILITIES

1. * Coordinate technology projects as specified, which includes assisting in the development of project plans for such efforts as PC, server and network component deployments, wiring installations, software application development.
2. * Insure projects plans include work breakdown structures, risk identification, task dependencies, time and effort estimates, and quality metrics.
3. * Coordinate with project team personnel to insure project requirements, design plans, implementation plans, budgets, supplier procurements are all being performed on schedule and within budget.
4. * Facilitate communication between IS staff, schools and vendors on technology related projects including coordinating meetings with the schools to determine how to integrate the schools' technology plans with current IS projects.
5. * Validate that suppliers of technology products and services vendors adhere to contract provisions.
6. * Coordinate with the IS Managers to insure adequate personnel resources are scheduled and available to complete project tasks.
7. * Coordinate with client personnel to manage expectations and insure satisfaction throughout the project cycle.
8. Perform other duties as assigned by Project Managers/Supervisors.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES				ADA CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position	TBA	Function	7750	2 Sedentary	April 13, 1999
C-C \$31,925 - \$56,694	Personnel Category	14	Survey Code	65035	3 A - C	
M-12 D-258 H-1935	EEO-5 Line	44	Job Code	1657	4 Indoors	