

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### MANAGER, Technology Project

#### QUALIFICATIONS

- Bachelor's Degree in Computer Science or a related field (OR) five years of experience in the computer/telecommunications industry.
- Three (3) years of contracting experience in voice, data, and video cabling.
- Three (3) years of contracting experience in telephone or data networking systems.
- One (1) year of supervisory experience.
- Proficiency in the use of computer applications and technical equipment as related to department functions.

**REPORTS TO** Executive Director for Facilities Planning

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To identify and coordinate all of the resources required to implement the District's technology and communication plans.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Coordinate the design and construction of technology infrastructure with the architect/engineer/contractor for renovation or new construction projects.
2. \* Coordinate the design, procurement, and installation of new phone systems.
3. \* Coordinate the design, procurement, and installation of building-wide computer networks and video distribution systems.
4. \* Coordinate the ordering of voice and data circuits with the installation of voice and data equipment.
5. \* Coordinate the ordering and installation of new computers with training and installation of data networks.
6. \* Coordinate engineering, consulting, and vendor resources, as needed.
7. \* Develop scopes of work for the technology portions of renovation and new construction projects.
8. \* Assist the schools with developing and installing local networks.
9. Perform other duties as assigned by the Executive Director for Facilities Planning

*\*Denotes essential job function/ADA*

#### TERMS OF EMPLOYMENT

##### PAY GRADE

District Salary Schedule  
**AO-12-G \$52,937 - \$83,341**  
M-12 D-258 H-1935

##### POSITION CODES

PeopleSoft Position **TBA**  
Personnel Category **6**  
EEO-5 Line **44**

##### ADA CODES

2 **Sedentary**  
3 **A - C**  
4 **Indoors**

##### BOARD APPROVED

**August 22, 1995**