

## Union Public Schools Job Description

**Position Title:** Executive Director of Project Management; Executive Director for Project Implementation; Executive Director for Special Projects; Project Ombudsman; Project Implementation Strategist)

**Department:** Operation

**Reports To:** Assistant Superintendent for Support Services

**SUMMARY:** Advanced level director assists district in management capacity, administers district policies, procedures, functions, and activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Serve as the district ombudsman during construction and major projects.
- Assists other district personnel in planning, directing and coordinating district projects.
- Completes special projects as assigned, which may include acting as a member on district committees.
- Prepares and submits various reports.
- Assists in identifying, planning and developing methods and procedures to obtain greater efficiency.
- Develops and maintains written procedures and controls to ensure compliance with board policies, state laws and regulations.
- Organizes, conducts and records regularly scheduled meetings, involving all appropriate members to discuss plans, scheduling, clarifications and other related issues.
- Serves as district's representative during the planning, budgeting, financing, design and construction of district projects.
- Manages and coordinates all project schedules during the planning, pre-design, design and approval process.
- Confers with school personnel, department heads and technical personnel to determine the quality and utility requirement of their product and service needs.
- Coordinate with construction management, professional service providers and the district to ensure on-time project completion.
- Coordinates with district staff the identification and scheduling of all owner provided items including equipment, furnishings, signage and graphics, audio visual, hardware and others as identified.
- Travels to district project sites as required for familiarity with the project scope and progress.
- Manages the turnover of the facility to the district and site operator.
- Summarizes all progress of construction, schedules and costs in a periodic summary report.
- Evaluates the contractor's punch list and amends as necessary.
- Investigates district concerns and attempts to resolve them through recommendations or mediation.
- Reviews, assess and reports the performance of the consultants, construction management, general contractors and other team members.
- Assures the Assistant Superintendent for Support Services is kept aware of all necessary project-related issues.
- Meets with the Board of Education during informal and formal meetings to assist with information and decision making.
- Serves as a clearinghouse of information on trends, research, application and effective practices related to school design and function.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Supervises the equivalent of two or more full-time employees and carries out supervisory responsibilities in accordance with the district's policies.

**QUALIFICATIONS REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in business, accounting, finance, communications or related areas and two years of experience in related field. Master's degree preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret periodicals, professional journals, technical and construction documents, and governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, volume and to analyze and interpret statistical data. Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts and draw valid conclusions.

**OTHER SKILLS AND ABILITIES:** Ability to operate a personal computer. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with administrators, teachers, professional service providers, contractors, and community members. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate, but can be loud at construction sites.