



## Job Description

Prepared/Revised Date: September 2017

Job Title: **Bond IT Project Coordinator**  
 Job Family: **Information Technology**  
 Pay Program: **Classified**  
 Work Year: **12 months**

Job Code: **04090**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **Yes**  
 Pay Range: **G26**

**SUMMARY:** Coordinate and oversee onsite work at schools in technology implementation projects for Information Technology (IT) involving district departments, schools, new construction, building renovation, personnel and outside contractors. Ensure contractor work schedule is aligned with the school/department schedule, carried out under standards established by IT and Construction, while ensuring safety and security of students, staff, and district resources. Keep all stakeholders informed of progress, changes and/or situations as they arise, and be responsible and accountable for problem-solving in onsite projects.

*This position is funded by 2016 bond proceeds and is anticipated to be funded for 5 plus years.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

| Job Tasks Descriptions  | Frequency | % of Time   |
|---|-----------|-------------|
| 1. Provide high quality communication, customer service and coordination between schools and district team, (IT, construction, and contractors) in the context of technology implementation projects. Serve as the onsite face of the work with principals and building leadership teams at schools.  | D         | 15%         |
| 2. Follow and maintain pre-defined procedures to negotiate and schedule onsite installation of various technologies at schools, while ensuring that community use, district and school calendar/schedule(s) are carefully reviewed and considered in such scheduling, and under approval/authority of the principals. Ensure all appropriate parties receive up-to-date communication in this regard, and confirm such receipt. | D         | 15%         |
| 3. Ensure that vendors are able to access the worksite during scheduled work times, are able to conduct their work, and exit the space in such a manner that is compliant with standard operating procedures (for the work) and district policy, while ensuring safety and security of students and staff, and protection of district assets.   | D         | 15%         |
| 4. Follow and maintain pre-defined quality assurance protocols and checklists to ensure that vendors have completed their work and have met all the standards; report and follow up on exceptions under guidance from supervisor. Complete necessary documentation and update the systems to ensure that all progress is logged appropriately, and communicate that information in a timely manner to stakeholders.             | D         | 10%         |
| 5. Train contractors in, and follow standard operating procedures for inside delivery, logistics, asset tracking, etc. so that all equipment, inventory and assets are well-tracked whether in-transit or in different stages of installation.  | W         | 10%         |
| 6. Attend project update meetings with IT, Construction, and other departments, and actively work on learning the context and knowledge around each project, keeping up with the latest changes.  | W         | 10%         |
| 7. Recommend and implement changes to plans, schedules and standard operating procedures under guidance from supervisor and other IT leadership.  | W         | 10%         |
| 8. Work with IT and contractors to ensure that schools have the right support and training once the new technology is up and running, and in some cases provide onsite support and/or training in non-technical, end-user system operations for projectors, phones, etc. Ensure that disruption to school operations is minimized or eliminated during go-live or cutover to new technology.                                    | W         | 10%         |
| 9. Perform other duties as assigned.  | Ongoing   | 5%          |
| <b>TOTAL</b>  |           | <b>100%</b> |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate degree or higher in business administration, communication or related area. Two (2) additional years of similar or relevant experience may be substituted for this requirement.

- Minimum of three (3) years of progressively responsible experience in planning, problem solving and leadership activities. Experience related to public-facing customer service, public safety, and school districts preferred.
- Supervisory experience preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver’s license and qualified to drive district owned vehicles.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Good oral and written communication, interpersonal skills, situational negotiation and conflict management skills.
- Knowledge of commercial construction and facilities management preferred.
- Basic ability to read and understand architectural designs and plans.
- Ability to work after-hours, during evenings and weekends (not graveyard shift).
- Ability to effectively manage project budgets, schedules and correspondence.
- Ability to work effectively in team situations.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability and willingness to work independently in flexible environments with short timeline requirements.
- Ability and willingness to be approachable, accessible, responsible and follow-through on projects.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of basic office applications like Gmail, MS Word, etc.
- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of department-specific software and equipment for project management required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                    | <b>POSITION TITLE</b>               | <b>JOB CODE</b> |
|--------------------|-------------------------------------|-----------------|
| <b>Reports to:</b> | Enterprise Systems Engineer, Senior | 040505          |

|                        | <b>POSITION TITLE</b>                                | <b># of EMPLOYEES</b> | <b>JOB CODE</b> |
|------------------------|--|-----------------------|-----------------|
| <b>Direct reports:</b> | This job has no direct supervisory responsibilities. |                       |                 |

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- None.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

| <b>PHYSICAL ACTIVITIES:</b>         | <b>Amount of Time</b> |                  |                   |                 |
|-------------------------------------|-----------------------|------------------|-------------------|-----------------|
|                                     | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| Stand                               |                       | X                |                   |                 |
| Walk                                |                       |                  | X                 |                 |
| Sit                                 |                       |                  | X                 |                 |
| Use hands to finger, handle or feel |                       | X                |                   |                 |
| Reach with hands and arms           |                       | X                |                   |                 |
| Climb or balance                    | X                     |                  |                   |                 |
| Stoop, kneel, crouch, or crawl      | X                     |                  |                   |                 |
| Talk                                |                       |                  |                   | X               |
| Hear                                |                       |                  |                   | X               |
| Taste                               | X                     |                  |                   |                 |

| PHYSICAL ACTIVITIES: | Amount of Time |           |            |          |
|----------------------|----------------|-----------|------------|----------|
|                      | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Smell                | X              |           |            |          |

| WEIGHT and FORCE DEMANDS: | Amount of Time |           |            |          |
|---------------------------|----------------|-----------|------------|----------|
|                           | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds           |                |           |            | X        |
| Up to 25 pounds           |                | X         |            |          |
| Up to 50 pounds           | X              |           |            |          |
| Up to 100 pounds          | X              |           |            |          |
| More than 100 pounds      | X              |           |            |          |

| MENTAL FUNCTIONS:    | Amount of Time |           |            |          |
|----------------------|----------------|-----------|------------|----------|
|                      | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare              |                |           | X          |          |
| Analyze              |                |           | X          |          |
| Communicate          |                |           |            | X        |
| Copy                 |                | X         |            |          |
| Coordinate           |                |           |            | X        |
| Instruct             |                | X         |            |          |
| Compute              |                |           | X          |          |
| Synthesize           |                | X         |            |          |
| Evaluate             |                |           |            | X        |
| Interpersonal Skills |                |           |            | X        |
| Compile              |                |           | X          |          |
| Negotiate            |                | X         |            |          |

| WORK ENVIRONMENT:                     | Amount of Time |           |            |          |
|---------------------------------------|----------------|-----------|------------|----------|
|                                       | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X              |           |            |          |
| Work near moving mechanical parts     | X              |           |            |          |
| Work in high, precarious places       | X              |           |            |          |
| Fumes or airborne particles           | X              |           |            |          |
| Toxic or caustic chemicals            | X              |           |            |          |
| Outdoor weather conditions            |                | X         |            |          |
| Extreme cold (non-weather)            | X              |           |            |          |
| Extreme heat (non-weather)            | X              |           |            |          |
| Risk of electrical shock              | X              |           |            |          |
| Work with explosives                  | X              |           |            |          |
| Risk of radiation                     | X              |           |            |          |
| Vibration                             | X              |           |            |          |

| VISION DEMANDS:   | Required |
|---|----------|
| No special vision requirements.                           | X        |
| Close vision (clear vision at 20 inches or less)          |          |
| Distance vision (clear vision at 20 feet or more)         |          |
| Color vision (ability to identify and distinguish colors) |          |
| Peripheral vision   |          |
| Depth perception  |          |
| Ability to adjust focus                                   |          |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet   |                |
| Quiet        |                |
| Moderate     | X              |
| Loud         |                |
| Very Loud    |                |