POSITION DESCRIPTION

TITLE: Information Technology Project Coordinator
LOCATION: Administrative Service Center
REPORTS TO: Chief Innovation Officer
DEPARTMENT: Information Technology (IT)

SUMMARY STATEMENT:
Under the general supervision of the Chief Innovation Officer (CIO), the I.T. Project Coordinator will plan, schedule, and control project activities by working with cross-functional team resources to ensure solutions are delivered on time and within budget according to the scope and requirements. Must possess high-level organizational skills to satisfy project requirements.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, students, and the general public
2. Work closely with department teams to define scope of work, requirements, and project outcomes.
3. Function as a liaison between project sponsor, I.T., vendors, and other departments to ensure successful completion or implementation of tasks or project.
4. Develop, maintain, monitor, track, report, and execute projects from start to finish.
5. Create, define, and develop processes and workflow.
6. Define, implement, and coordinate projects start to finish.
7. Work closely with teams to define tasks, time lines, dependencies, and identify requirements.
8. Work directly with vendors to ensure contract documents and files are complete and accurate.
9. Lead discussions and communicate with a variety of persons and/or agencies for the purpose of providing information/status and project reports, ascertaining and prioritizing needs, and facilitating completion of projects.
10. Identifies, documents, communicates, coordinates, and escalates issues and project risks including but not limited to budget concerns and scope creep. Obtain necessary approval and/or guidance as needed.
11. Create presentations, proposals, and a wide variety of records, reports, and written materials for the purpose of conveying information to meet requirements.
12. Handle highly-sensitive and confidential documents, information, and situations.
13. Assist in the communication and implementation of district/department-wide initiatives at the building level.
14. Travel from location to location as needed.

OTHER RESPONSIBILITIES:
1. Coordinate the collection of data related to usage of specific software contracts within Evergreen Public Schools.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)  Bending (Up to 33%)  Speaking (66-100%)
Pushing (Up to 33%)  Hearing (66-100%)  Pulling (Up to 33%)
Sitting (66-100%)  Writing (66-100%)  Walking (Up to 33%)
Lifting/Carrying Up to 50 lbs. (Up to 33%)  Acceptable Attendance  Reaching (Up to 33%)
Use hands and/or arms for repetitive motion (66-100%)

MENTAL DEMANDS REQUIRED:

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<tr>
<td>Reading Documents (66-100%)</td>
<td>Customer Contact (66-100%)</td>
<td>Verbal Communication (66-100%)</td>
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<td>Multiple Concurrent Tasks (66-100%)</td>
<td>Written Communication (33-66%)</td>
<td>Problem Solving (33-66%)</td>
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<td>Constant Interruptions (66-100%)</td>
<td>Reasoning (66-100%)</td>
<td>Math (33-66%)</td>
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<td>Detailed Work (66-100%)</td>
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Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
PC, 10-key calculator, telephone, copy machines, FAX/Network Scanning machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)

1. Typing/keyboarding skills of 50 wpm with accuracy.
2. A minimum of three years of experience with contract coordination/management.
3. Demonstrated project management/coordination and organizational skills along with a commitment to follow through on skills.
5. Possess an aptitude for quick learning of software applications and systems.
6. Must be organized and accurate; have demonstrated dependability, tact, confidentiality, and exceptional judgment.
7. Demonstrated ability to identify issues and resolve problems in a timely manner.
8. Demonstrated ability to manage multiple projects simultaneously.
9. Demonstrated ability to communicate effectively, using proper grammar, spelling, and punctuation both verbally and in writing.
10. Demonstrated ability to maintain confidentially sensitive information.
11. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
12. Demonstrated ability to perform independently and willingness to accept new challenges.
14. Must be able to travel from location to location to accomplish tasks.
15. Must possess a valid driver's license.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________  Date: ________________

District: ___________________________  Date: ________________

New
Information Technology Project Coordinator