



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Special Bond Projects Manager**

Position Type: <b>Exempt</b>	Department: <b>Information Services and Technology</b>
Salary Schedule: <b>Exempt</b>	Location: <b>Administrative Center</b>
Salary Range: <b>6</b>	Reports to: <b>IS&amp;T Manager II</b>
Term of Employment: <b>12 months</b>	Date: <b>December 15, 2017</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Is responsible for successfully implementing special projects funded from bond proceeds.

*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.*

### **ESSENTIAL FUNCTIONS:**

- Assists in planning for special projects and campus improvement projects with necessary stakeholders.
- Investigates options to determine best alternatives to meet the needs of the District.
- Utilizes required procurement practices to acquire goods and services.
- Participates in the selection of vendors for projects and assists in the preparation of contract documents.
- Responsible for on-site Quality Control review during project construction.
- Reviews and inspects work performed by contractors for adherence to construction contract documents, prepares progress reports and recommends acceptance.
- Represents the District in on site construction meetings with contractors, architects, vendors, engineers, and governmental agencies.
- Coordinates during construction with architect's and contractor's representatives to review schedules, concerns, and quality of work.
- Manages selection and installation of the district's video security systems.
- Manages selection and installation of interior and exterior digital signage.
- Oversees installation and maintenance of the district phone/voice systems.

- Manages the upgrades and installation of the district's network services, both local area and wide area.
- Participates in development and back-walking of punch list with vendor or architect and contractor.
- Assists Warranty Coordinator to resolve unresolved problems of faulty workmanship or materials reported from school personnel regarding construction projects.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- Supervises IS&T infrastructure staff.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Must have technical competence in warranty, civil, and utility requirements.
- Must have excellent verbal and written communication skills.
- Must have effective skills in working with all levels of staff.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a vast knowledge of computers, computer systems, and computer infrastructures.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.

- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor's Degree or a minimum of 10 years of work experience in a like position.
- Experience as a contractor, as a supervisor on school-based construction projects, or an architect with school building experience preferred.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Demonstrates the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an 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.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*