

IT PROJECT COORDINATOR



Information and Technology Department

Purpose:

The IT Project Coordinator directs, leads, organizes and plans projects within the Information Technology Department to ensure efficient and timely completion of deliverables.

Reports to: Administrator for Technology Services

Nature & Scope:

The IT Project Coordinator works independently under general supervision. The nature of the work requires strict adherence to policies, procedures, regulations, and laws. The incumbent does not have supervisory responsibilities, but does direct, assign, organize and lead the work of others. Because this job requires coordinating and directing the activities of a diverse group of personnel, the position requires significant organizational aptitude, leadership, and excellent communication skills.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Defines project roles and communicates them to project team members. Develops project timelines and implementation schedules, including scheduled tasks and deadlines, and ensures they are met.
3. Coordinates and independently directs the activities of staff members, vendors and other relevant personnel in implementing department projects within defined time and cost constraints.
4. Ensures project budget guidelines are observed.
5. Demonstrates a high level of leadership, independence and planning skills.
6. Delegate tasks to staff, ensure follow-through and evaluate staff deliverables to ensure adherence to high standards.
7. Ensures the procurement of necessary resources and assets. Communicates with outside vendors on a consistent basis to ensure timely and accurate procurement.
8. Creatively and autonomously addresses problems as they arise, trouble-shoot issues and develop viable solutions as required.
9. Leads meetings of project personnel.
10. Conducts regular progress evaluations and quality assessments.

11. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
12. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess a Bachelor's degree.
2. Must have at least three years' experience in project coordination, project management, or project logistics.
3. In lieu of requirements #1 and #2, must have seven years' combined education (Associate's Degree/Technical Trade School Certificate) and experience necessary to perform the job related to project coordination, project management, or project logistics.
4. Must possess excellent written and oral communication skills.
5. Must have familiarity with basic concepts and tools in Information Technology.
6. Must demonstrate aptitude for understanding the concepts of computer programming, servers, database structures, and programming practices and techniques.
7. Must be able to communicate effectively, both orally and in writing. Must read, understand, and follow multi-step written and verbal instructions in English.
8. Must demonstrate the ability to write clear and concise documentation.
9. Must possess leadership capabilities to lead groups to desired outcomes.
10. Must pass a criminal background check.
11. Must hold a valid Oregon or Washington driver's license.

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Working Conditions:

The IT Project Coordinator works primarily within an office building and frequently attends to matters in locations across the District and infrequently outside of the District. At times the work may include meetings outside of normal working hours or on weekends.

Standing, walking, bending, stooping, and kneeling will be required on occasion. Must be able to lift and move up to 20 lbs. without assistance. The work environment is often controlled and quiet, but the work environment will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Exempt

Date Approved: February 14, 2019

Date Revised: December 31, 2018

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.