

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
EXEMPT NON-CERTIFICATED POSITION DESCRIPTION**

**INFORMATION TECHNOLOGY PROJECT COORDINATOR I - BUSINESS OPERATIONS**

**POSITION TITLE:** Information Technology Project Coordinator I Business Operations

**REPORTS TO:** Director of Information Technology and/or Supervisor of Information Technology II

**LOCATION:** Department of Information Technology

**NATURE OF WORK:**

This is a highly skilled technical position that emphasizes leadership, planning, organization, and the ability to direct multiple projects concurrently. At this skilled level, Project Coordinator I shall provide administration of Information Technology (IT) programs for various facilities for which the St. Mary's County Public Schools (SMCPS) is responsible. This includes project planning; knowledge of technology systems; IT needs of SMCPS and its staff; and vendor management. The work is performed under the general direction of the Director of Information Technology and/or Supervisor of Information Technology II.

**ESSENTIAL FUNCTIONS:**

- Uses independent judgment and initiative in the planning, organization and performance of duties;
- Regularly review work requests for progress and completion;
- Follow-up with work request submitters to improve customer service;
- Ability to effectively communicate both orally and in writing;
- Ability to troubleshoot software-related problems;
- Excellent interpersonal skills; and
- Excellent leadership skills.

**DUTIES AND RESPONSIBILITIES:**

- Plays a vital role in ensuring the user system accounts are created and/or modified when the proper approvals have been met. This includes the life cycle (onboarding, transfers and departures) of accounts;
- Maintains Information Technology (IT) fiscal accounts, gathers invoices and submits requisitions for payment from vendors and contractors on a weekly basis and handles other transactions as directed by the Director;
- Reconciles fund balances on a monthly basis and maintains detailed financial spreadsheets on all IT accounts;
- Works within the E-finance system to enter requisitions for payment, purchase orders, performs queries, and runs reports as needed;
- Communicates with vendors, contractors, and local and State funding sources regarding requisitions, applications for payment, and reimbursements as necessary;
- Prepares shipments; receives, opens, sorts, and distributes mail;
- Maintains orderly office routines;
- Diagnoses problems involving the use of computers, printers, public address systems, communication systems, audio-visual equipment, and network equipment;
- Processes and prepares payment transmittals and monthly invoicing directly related to Information Technology expenses for approval by the Director;
- Creates and publishes update reports for staff use;
- Develops and maintains documentation on the function of SMCPS network technology;
- Attends meetings regarding network technology specifications;
- Identifies potential areas of concern in the network and minimizes the impact of problems;

- Provides coordination and inspection of new installations of technology systems to ensure functionality within parameters established by SMCPSS;
- Maintains asset records pertaining to the life cycle of technology;
- Documents technical processes and organizational guidelines;
- Assumes responsibility for the development of system specification analysis and cost estimates for the deployment, alteration, repair, and maintenance of new and existing SMCPSS technology infrastructure and equipment;
- Works with vendors to determine system selections based on price, functionality, and support;
- Meets and prepares reports for all levels of management within and outside the organization;
- Assists in the development of Board agenda materials;
- Possesses the ability to respond to after-hour emergencies; and
- Performs other duties as assigned.

#### QUALIFICATIONS:

- Associate's degree or a minimum of (60) semester hour credits earned at an accredited college or university.;
- Minimum of three (3) years experience working independently in a technology field;
- In addition, must possess three (3) of the following (please upload documentation with the application):
  - Seven (7) years or more experience as Subject Matter Expert in Enterprise IT support
  - Three (3) years or more of experience in the area of clerical bookkeeping and accounting principles, techniques, procedures, and methods, required
  - Three (3) years or more of experience in Asset Management
  - Current Microsoft Certified Associate or Expert (IT certifications)
  - Current Apple Certified Technician
  - Current CompTIA A+
  - Current CompTIA Network+
  - Current CompTIA Security+
  - Current Project Management Certification
  - Current Dell Client Systems Support and Troubleshooting Certification
  - Current Solarwinds Certified Professional
- Demonstrated in-depth knowledge of computer networks, communication systems, systems administration, enterprise systems design, infrastructure cabling, fiber optic cabling, and network troubleshooting;
- Excellent human relations and communications skills;
- Knowledge of county, State, and federal accounting, and reporting requirements;
- Ability to read and comprehend legal contracts;
- Ability to make arithmetical computations rapidly and accurately;
- Ability to maintain accounting records and to prepare reports from such records;
- May be required to use personal vehicle when a Board of Education Owned Vehicle is not available with mileage reimbursed at the county rate when required to travel between locations during the same day; and
- Meet the following Board of Education requirements in order to operate a Board of Education – Owned Vehicle (Board of Education Policy EEBA):
  - The applicant must have no more than four current points. (Out of State points will be converted to equivalent points under Maryland Law.)
  - The applicant must not have been convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 29.

**BARGAINING UNIT ELIGIBILITY: EASMC-ESP**

02.27.2023