

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

Job Code: **04090**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G19**

**SUMMARY:** The Project Coordinator role provides project management, operational, and administrative support to the project team and project managers. The role will focus on specific deliverables, parts of projects, and/or sub-projects with scheduling, organizing, data gathering, progress updating, recordkeeping, reporting and ensuring data quality. The IT Project coordinator facilitates vendor access to district sites, reviews vendor work products, ensures compliance with technical guidelines, and troubleshoots installation issues in support of project managers. This position requires proactive multitasking and coordination across a diverse set of teams, stakeholder groups, and departments.

**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. Ensure that vendors can access the worksite during scheduled work times. 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.	W	30%
2. Provide high-quality communication, customer service, and coordination between schools and the district team (IT, construction, and contractors). Serve as the main point of contact between project teams and stakeholders. Facilitate communication among team members, ensuring all parties are informed of project status and updates.	W	15%
3. Responsible for managing, customizing, and configuring spreadsheets, databases, and reports related to federal compliance, project delivery, and financial management.	D	15%
4. Assist project managers in maintaining comprehensive project documentation, including project plans, meeting minutes, and risk logs. Track and report on project progress, identifying and addressing any issues or delays. Ensure all project documentation is up-to-date and accessible.	W	15%
5. Attend project update meetings with IT, Construction, and other departments and actively work on learning the context and knowledge around each project, and keeping up with the latest changes	D	10%
6. Assist in coordinating resources, including personnel, equipment, and software. Monitor project budgets and expenditures, generate purchase orders, process invoices, and prepare and process billing for internal/external customers for department services. Help manage project-related procurement and contracts	D	10%
7. Perform other duties as assigned.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate’s Degree in related area. Two (2) additional years of similar or relevant experience may be substituted for this requirement.
- Bachelor’s degree in Information Technology, Business Administration, or project management preferred.
- At least two years of experience in project coordination or project delivery, preferably in an IT or technical environment.

**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 stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- 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 Google Suite (preferred) or MS Office (Word, Excel, PowerPoint, Access)
- Advanced 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>	Executive Director, Strategic Technology Initiatives	3042

	<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 and fingers to handle and/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			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</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>
Up to 10 pounds				X
Up to 25 pounds		X		

<b>WEIGHT and FORCE DEMANDS:</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>
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</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>
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

<b>WORK ENVIRONMENT:</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>
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			

<b>VISION DEMANDS:</b>	<b>Required</b>
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	

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	