



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Fredrick, Maryland 20678

### JOB DESCRIPTION

<b>POSITION</b>	Application Specialist/Project Manager
<b>DEPARTMENT</b>	Department of Information Technology
<b>LOCATION</b>	Information Technology
<b>REPORTS TO</b>	Supervisor of Information Technology
<b>ANNUAL WORK SUMMARY</b>	12 months per year, 245 days per year, 7 hours per day.
<b>WAGE/PAY RATE</b>	Scale 31: \$ 50.20/hr - \$65.72/hr
<b>FLSA STATUS</b>	Non-exempt
<b>APPLICATION DEADLINE</b>	
<b>EFFECTIVE START DATE</b>	
<b>POSITION SUMMARY</b>	Performs planning, installation, maintenance, and training for all Calvert County Public Schools computerized applications. Applications will consist of Calvert County Public Schools built applications, off the shelf applications, and web based applications. Serves as Project Manager for all network and operational related planning, installation and maintenance issues. Responsible for all project timelines and their completion. Provides large group and individual training on all applications. Participates in the development and maintenance of software systems. Assists the Supervisor of Information Technology in identifying and procuring necessary technology projects. The work requires specialized training in the Information Technology field and considerable experience.

## EDUCATION, CERTIFICATION AND EXPERIENCE

1. Bachelor's degree in computer science or related field preferred.
2. Five years of progressively responsible information technology experience that includes a proven responsibility for application support, training, and project management.

## SPECIAL REQUIREMENTS

None

## KNOWLEDGE, ABILITIES AND SKILLS

These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions. At the time of application, the candidate must have:

1. Knowledge of Microsoft applications.
2. Knowledge of acceptable training procedures.
3. Knowledge of Microsoft Project or equivalent.
4. Acceptable project management techniques

5. Ability to train large groups and individuals on computer applications
6. Communicate project plans and timelines to management teams
7. Effectively communicate complex technical issues orally and in writing
8. Apply analytical skills to solve complex technical problems and recommend solutions.
9. Establish and maintain effective working relationships and good customer service
10. Deal effectively with the public

## **ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES**

1. Provides support for all computerized applications.
2. Develops, coordinates, and conducts selected district wide training programs for all levels of personnel. Provides individual and group remedial computer training.
3. Prepares and monitors Information Technology project plans.
4. Tests and analyzes new computer applications.
5. Determine and organize schedules for the implementation of new and enhanced software.
6. Design and implement method to measure effectiveness of training and software.
7. Communicates project timelines with management teams.
8. Documents all procedures, policies and configuration information.
9. Provides customer support to resolve network and operational problems.

## **OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES**

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)  
Performs related work as required or assigned by Supervisor of Information Technology.

## **PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS**

Regular operation of computer equipment. Transport and unpacking of items not to exceed 50 pounds per carton.

## **UNUSUAL DEMANDS**

Workers may be put on call and subject to call back.

## **EVALUATION**

Performance will be evaluated in accordance with the policy on evaluation as established by Calvert County Public Schools.

## **APPLICATION PROCEDURE**

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law

requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

## **House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

## **Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov/> or call 1-800-421-3481.