

# Leon County Public Schools Classification Specification

Salary Grade 26

## Summary Information:

**Classification Title:** Project Manager

**Date Prepared:** 04/2003

**FLSA Status:** Exempt

## Typical Decisions and Recommendations Provided to Others:

This position requires decision-making which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

## Activity Identification

### Activity Name

081	Project Administration (Nongrant)	Control and monitor projects, oversee administrative details, such as contract billings, project budgets, status reports, etc. Excludes grant administration.
071	Contract Negotiation	Prepare and negotiate contracts/agreements entered into with external agencies and/or vendors. This does <u>not</u> include grant contracts, labor contract negotiating, or bus contracts, which are covered elsewhere.
091	Grantsmanship	Seek funding from the federal and state governments for special programs.
094	Grant/Program Reporting	Prepare status and/or final reports for funding agencies.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
070	Data Analysis and Reporting	Analyze and interpret data that are regularly available on <u>non educational</u> programs and performance
045	Report Preparation (Non-Board)	Prepare required reports. This does <u>not</u> include reports for the Board.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
009	External Liaison	Coordinate activities or programs with outside agencies, such as vocational rehabilitation, police and fire departments and federal agencies, etc. Communicate information internally. Includes legislative liaison, both federal and state. Does <u>not</u> include parent liaison.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.

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### Activity Name (cont.)

565	Publications	Write, edit, and produce brochures, catalogs, newsletters, reports, personnel/general bulletins, or specialized publications.
566	Advertising	Develop concept and layout or script of paid advertisement. Place advertisements in various media.
568	Community Relations	Meet with citizens and parents. Visit schools. Attend meetings of and assist business groups, civic clubs, etc. Promote the programs of the school system.
573	Public Relations	Attend student/teacher/employee and volunteer recognition, interact with the business community and general public, coordinate programs with various local governments. Interact with media.
322 A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
599-A	In-Service Training	Plan, develop and conduct in-service training courses and workshops for staff.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

### General Classification Specification Factors:

**Education/Experience:** B.A. Degree or B.S. Degree with six years related experience; or  
A.A. Degree with eight years related experience; or  
High School diploma or equivalent with ten years related experience

**Supervisory Responsibility:** Yes

**Type of Supervision:** Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.

Effective Date: 07/01/2003