

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

INFORMATION TECH PROJECT COORDINATOR I

POSITION: Information Tech Project Coordinator I
REPORTS TO: Director of Information Technology
LOCATION: Department of Information Technology Services

NATURE OF WORK:

The Information Tech Project Coordinator I shall provide administration of information technology projects for various facilities for which the St. Mary's County Public Schools 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.

ESSENTIAL FUNCTIONS:

DUTIES AND RESPONSIBILITIES:

- Provides coordination and inspection of new installations of technology systems to ensure functionality within parameters established by the St. Mary's County Public Schools.
- Document technical processes and organizational guidelines for the Department of Information Technology.
- Assumes responsibility for the development of system specification analysis and cost estimates for the deployment, alteration, repair, and maintenance of new and existing St. Mary's County Public Schools technology infrastructure and equipment.
- Works with vendors to determine system selections based on price, technical functionality, and support.
- Meets and prepares reports for all levels of management within and outside of the organization. Makes presentations to educational advisory groups relative to technology planning, needs/goals of technology, project status, and program overviews.
- Performs any duties and other responsibilities as assigned by the Director of Information Technology.

QUALIFICATIONS:

Required:

- Preferred- Associates Degree in Computer Science or a related field;
- Knowledge of computer networks, wireless design, infrastructure cabling, fiber optic cabling, and network troubleshooting;
- In-depth knowledge of networking, wireless networks, VoIP systems;
- Excellent human relations and communication skills; and
- Minimum of three years in a technology related career.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

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

BARGAINING UNIT ELIGIBILITY: EASMC-ESP