

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: PROGRAM ADMINISTRATOR I – SPECIAL PROJECT INNOVATION OFFICE**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs effective and responsible professional work to support the overall planning, programming and project management efforts of the two-year Fannie Mae Innovation Challenge Service Contract. Work involves direct support to the Chief Innovation Officer and CTE Executive Director in the fidelity of implementation, adherence to success metrics, managing and overseeing the “Safer Together Green Housing” initiative. This includes scheduling, preparing agendas, transcribing of meetings; ensuring program quality; managing the scope and size of the initiative; assisting in coordinating meetings and events in collaboration with District Relations; recruiting industry partners and host locations that may include training, information and support to schools; communicating program offerings to stakeholders and serving as the project liaison. Complex and confidential situations may arise requiring discretionary judgment and independent action. Infrequent evening or weekend work may be required. Reports to the Chief Innovation Officer.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Acts as the primary person responsible for monitoring service contract timelines and ensuring deliverables are on time and on budget.

Prepares documents and information for initiative events, Safer Together Green Housing events, Community of Practice and Professional Learning Community meetings and other initiatives that require project management assistance.

Receives telephone calls and visitors; facilitates problem solving, gives out detailed information regarding initiative activities and programs; refers calls or visitors to appropriate officials.

Writes, edits, prepares, or coordinates the preparation of correspondence, reports, charts, graphs, and other printed materials; researches content items for precedents, correctness of presentation and applicability.

Composes responses to incoming correspondence and composes letters and memoranda for the supervisor's review.

Develops and maintains the event schedule for initiative events and projects.

Monitors and maintains the budget.

Records action and follow-up items from meetings.

Develops and maintains project databases.

Utilizes the Microsoft Office Suite (MOS) and is an avid excel user.

Coordinates the community outreach events with District Relations.

Serves as a liaison between the various community partners and organizations to assist with the coordination of services and information required for the initiative.

Assists with communications with key district and community partners.

### **ADDITIONAL JOB FUNCTIONS**

Performs other assignments and duties as determined by the Chief Innovation Officer and Executive Director of CTE.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree required and/or three (3) years of experience in administrative work, office/project management, finance, public contact, or education administration; or any equivalent combination of training. **Project management certification a plus.**

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, audio-visual equipment, copiers, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, billing statements, statutes, regulations, procedures, etc. Requires the ability to prepare correspondence, reports, forms, presentations, budgets, etc., using prescribed formats and conforming to all rules

of punctuation, grammar, diction, style, and budget regulations. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems, collect data, establish facts, and draw valid conclusions; to deal with a variety of concrete variables in situations where only limited standardization exists; and to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people in a professional manner even in stressful situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of community resources and community contacts.

Ability to coordinate large programs and events.

Ability to set high-level goals and develop and execute long range plans effectively.

Ability to develop, implement and evaluate CTE events for diverse audiences.

Ability to maintain accurate records and communicate pertinent information from the records.

Ability to use common office machines and fluent in MOS and exemplary excel skills.

Ability to communicate effectively both orally and in writing.

Ability to plan and manage budgets appropriately; work with vendors and maintain fiscal records in accordance with Board policies and procedures, relevant laws and regulations.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities,