

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR II – SUPPORT SERVICES & SPECIAL PROJECTS

GENERAL STATEMENT OF JOB

Under general supervision, performs responsible professional, administrative and leadership work to support the overall efforts of the Operation Services Department. Work involves managing internal and external communication and special projects. Employee must exercise independent judgment and initiative in performing assigned duties. Tact and courtesy are required in frequent contacts with co-workers and school officials and department heads. Reports to appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists in the development and implementation of departmental communication standards, policies, procedures and correlating manuals.

Plans, develops, organizes and works with District Relations staff to maintain the department's website.

Researches, compiles and provides information pertaining to the various departments within Operation Services.

Assists with the development, implementation and analyzing of surveys pertaining to the departments within Operation Services.

Facilitates media and community inquiries.

Facilitates prompt and satisfactory resolution to non-routine situations as they arise providing quality customer service to district affiliated individuals as well as members of the community.

Participates in staff meetings and other forums to plan and coordinate the work of the department.

Takes a lead role in the planning and execution of department related events, meetings and outreach efforts.

Participates in planning and coordinating of special projects to include, but not limited to, current and future bond programs, construction project teams, solicitation of award programs for district recognition with educational sponsoring organizations, etc.

Serves as liaison between the departments within Operation Services, as well as throughout the school system, various school officials, various government agencies and members of the public.

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Serves as building supervisor of the Family Resource Center building, which includes supervision of the building custodian.

Supervises a subordinate staff, provides staff with professional development opportunities; advises and consults staff, assisting with non-routine situations as they arise.

Conducts personnel administration duties following district guidelines to include hiring, evaluating, supervising, etc.

Under the direction of the Chief Operations Officer has contact with principals and school administrators to determine the role Operation Services and the departments within will play in projects at their location.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree in business administration, planning, communications, or a related field, with a Bachelor's degree preferred, and 3 to 5 years of experience in related field; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

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

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

Language Ability: Requires the ability to read correspondence, reports, forms, construction schedules, invoices, purchase orders, bills of lading, financial statements, etc. Requires the ability to prepare correspondence, purchase requisitions, spreadsheets, charts, reports, etc., using proper format.

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

Verbal Aptitude: Requires the ability to record and deliver information to a variety of people, to explain procedures, to follow oral and written instructions. Must be able communicate effectively and efficiently in standard English and government accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply the theories of algebra.

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 automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

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

Considerable knowledge of computer software applications

Considerable knowledge of practices and procedures related to logistical planning.

Considerable knowledge of the principles of project coordination/management, organization and administration

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Knowledge of Guilford County Schools' policies and procedures.

Knowledge of modern office practices and procedures.

Ability to conceptualize, develop research, write and produce various publications; e.g. newsletters, reports, informational documents, etc.

Ability to use a variety of office machines, including popular computer-driven word processing, spreadsheet, file maintenance and survey programs.

Ability to communicate effectively both orally and in writing.

Ability to plan and coordinate group activities and special events.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situation.

Ability to establish and maintain effective working relationships with other employees and the general public.

General knowledge of County organization and operational policies and procedures.

Ability to organize and effectively process and maintain records and files, and prepare reports from them.

Ability to verify documents and forms for accuracy and completeness.

Ability to understand and follow oral and written instructions.

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, and qualifications required of employees to this job.