

Job Title:	IT Project Coordinator	Wage/Hour Status:	Exempt
Reports to:	Chief Information Officer	Pay Grade:	506
Dept. /School:	IT	Date Revised:	October 26, 2021

Primary Purpose

Manage various District Technology projects and processes, including the E-rate application, District Technology Plan, purchases and contracts, and the department's budget. Assist in strategic planning for the Department, including the Disaster Recovery and professional development plans.

Qualifications**Education/Certification**

Bachelor Degree in Business Administration, Technology, or related field.

Special Knowledge/Skills

- Strong organizational, communication and interpersonal skills
- Ability to communicate effectively (verbally, written, electronically)
- Extensive knowledge of school district procurement methods such as Requests for Proposals (RFP's), Competitive Sealed Proposals (CSP's), informal quotations, and DIR (Directory of Information Resources)
- Strong skill set in composing and evaluating RFP's, CSP's, and bids
- Knowledge and familiarity with district contract documents and legal terminology
- Knowledge of the federal E-rate program, including the E-rate application process, procedures, regulations, forms, and deadlines
- Strong skill set in contract negotiations and accounting
- Ability to manage the budgeting processes and procedures
- Knowledge and familiarity with acquisition and evaluation of technology purchase requests
- Strong skill set in generating spreadsheets and databases, Power Point presentations, as well as interpreting reports for budgets, cost allocations, and inventory
- Ability to organize, plan and prioritize work to develop and attain goals

Experience

Five (5) years related experience, to include managing large procurement projects, inventories, and budgets; composing bids/RFPs/CSPs; and E-rate funding processing

Major Responsibilities and Duties

1. Conduct the E-rate application process for the district, track funding, work with Information Technology team to ensure budgetary constraints and completion of E-rate funded projects.
2. Ensure district conforms to E-rate and related implementation timelines.
3. Prepare formal presentations related to E-rate and large technology procurement projects.
4. Develop and maintain professional relationships with vendors'/service providers and consultants from outside the District.
5. Compose bids/RFP/CSP for the procurement of technology equipment and/or software and develop evaluation criteria for such procurement methods.
6. Ensure technology hardware and software purchases conform to District standards.
7. Develop and oversee the department's annual budget.
8. Assist in the development of the Department Strategic Plan and the Disaster Recovery Plan.
9. Assist in the development of the District Technology Plan.
10. Assist in the development of the Professional Development Plan for the Department.
11. Coordinate and/or assign technology projects for the department.
12. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Repetitive hand motions and prolonged use of computer.
Work with frequent interruptions.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 para empleados pueden ser referidas al oficial del distrito, Rosa Ramos al 230-2031; preguntas sobre la aplicación del título VI, VII, IX y la Sección 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.