### SCOPE OF RESPONSIBILITIES

The Executive Director of Special Projects will organize, manage, and conduct short and long-range planning for a variety of the organization's needs, implementing solutions and projects as approved.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Serves as a liaison with cabinet-level leaders, departments heads, and other entities, to ensure that organizational goals are met
- Plans, organizes, and coordinates highly complex activities that have a substantial impact on the District
- Attends management meetings and meetings with appropriate staff to provide updates, resolve issues, and communicate new developments while assuring that objectives are understood and accomplished.
- Assures internal controls are established, maintained, and documented in compliance with the District’s objectives
- Drafts schedules for implementation of high-priority, short and long-range plans and proposals
- Outlines and prioritizes tasks and delegates them when appropriate
- Monitors progress, drafting and distributing periodic progress reports for leadership and stakeholders
- Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk
- Maintains compliance with Board policies, applicable laws, regulations, and best practices.
- Completes all trainings and other compliance requirements as assignment by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

### PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

### MINIMUM QUALIFICATIONS

Bachelor’s degree in Economics, Business Administration, or related field
At least seven years of related experience, with three years if high-level management experience
Excellent verbal and written communication skills.
Excellent interpersonal and customer service skills.
Excellent organizational skills and attention to detail.
Excellent time management skills with a proven ability to meet deadlines.
Strong analytical and problem-solving skills.

**DESIRABLE QUALIFICATIONS**

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<tr>
<th>Master’s in Business Administration or related field</th>
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<tr>
<td>PMP, PgMP, CAPM, and/or comparable project management certifications</td>
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<td>Experience in a diverse workplace</td>
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