TITLE:  SENIOR PROJECTS ADMINISTRATOR

JOB CODE:  70060

QUALIFICATIONS:
1. Bachelor’s degree in architecture, engineering, business administration or related field and minimum of five (5) years of successful experience in the combined areas of facility planning, facility design and construction management for large-scale institutional/commercial (non-residential) projects OR Associate’s degree in building construction or related field and minimum of eight (8) years of successful experience in the combined areas of facility planning, facility design and construction management for large-scale institutional/commercial (non-residential) projects OR High school diploma or equivalent and minimum of fifteen (15) years of successful experience in the combined areas of facility planning, facility design and construction management for large-scale institutional/commercial (non-residential) projects.
2. Knowledge of federal, state and local codes and regulations governing the planning and design of public facilities.
3. Considerable knowledge of the principles, practices and methods of large-scale building design, construction and project management techniques.
4. Considerable knowledge of contract law.
5. Proven ability to select, supervise, and evaluate professional, technical and clerical staff.
6. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
7. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:
1. Coordinates project planning for individual projects to determine scope of project and resources required.
2. Monitors project budgets of individual projects to ensure project costs remain within budget.
3. Identifies issues potentially affecting programs during all phases of assigned projects through completion, acceptance and warranty termination.
4. Works collaboratively with school center staff to provide a safe environment and with other District support personnel to provide effective resource components.
5. Supervises assigned personnel and ensures staff development.
6. Coordinates changes in program content, schedule and costs; and prepares reports documenting such changes.
7. Ensures timely resolution of construction problems; and recommends approval of change orders.
9. Develops and implements policies and procedures in compliance with School Board priorities, Florida Statutes, Florida Department of Education Administrative Rules and sound business practices.

**Additional Job Functions:**
1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District’s Mission Statement.
3. Performs other duties as assigned.

New: 06/98
Revised: 09/98
Salary Level: 4
Bargaining Unit: S
Responsible to: Director

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.