



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Project Manager
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8538
<b>Reports to:</b>	Information Technology Officer
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

SLPS is currently in the process of making major technological advancements. Key projects underway involve the upgrade/expansion/replacement of the current Wi-Fi devices in each classroom/school. Additionally, significant project work will be aligned to the decommissioning of closed schools in the District. Logistical movement of District devices to provide equity across the schools is on-going. Tracking of asset tags and specific equipment needs is critical to the success. Managing vendors on specific technology projects is the daily work and providing analysis of project status to immediate supervisor is necessary. All of this is to assist the District in support of managing and leading these District-wide IT based initiatives.

**Essential Functions:**

- Develop plans and schedules
- Establish appropriate risk, issue and project reporting mechanisms
- Communicate project goals and impacts to stakeholders/project team
- Manage project team during project
- Coordinate project activities, including testing
- Manage change control and version control of project documentation
- Monitor and evaluate project progress against milestones and deliverables and report appropriately
- Proactively inform business and IT managers of project risk and issues along with mitigation strategies
- Make decisions and take action to ensure project is delivered
- Facilitate communication about the project to all levels of the organization and project team
- Contribute to and maintain standards, procedures and process manuals, and other documentation
- Knowledge of, issues, risk management, project plan development, IT specifications, testing, quality planning, resource estimation and scheduling, change control process and communication planning
- Performs other duties as assigned

**Knowledge, Skills, and Abilities:**

- Effective negotiation skills
- Sound leadership and motivational skills
- Ability to meet milestones and delivery dates
- Communicates effectively written and verbally
- Demonstrate good interpersonal and people management skills
- Ability to influence and work through others where direct reporting relationships do not exist
- Demonstrated self-motivation, persistence and the ability to proactively manage own stress levels and those of others
- Ability to make hard decisions
- Comfortable working in a multi-cultural environment



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**Experience:**

- Ability to communicate and work effectively with diverse staff required
- Ability to be a multi-tasker and to handle stress by balancing multiple projects
- Ability to manage a complex workload, prioritize tasks and use good judgment preferred

**Education:**

- High School Diploma (required)
- Technology Certification (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 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

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***