



## ESCCO – COUNCIL OF GOVERNMENTS

### OCALI

### JOB DESCRIPTION

# SENIOR DIRECTOR: INTEGRATED SOLUTIONS AND PROJECT MANAGEMENT

#### Minimum Qualifications:

- Master's degree in a related field and demonstrated experience with the project management and online services
- Innovative thinking, strong initiative, and tenacity to achieve results while maintaining focus on the organizational mission
- Experience navigating complex organizations, successfully building strong, sustainable relationships, and establishing credibility and trust with leaders and staff across organization
- Knowledgeable in project management solutions that build individual and organizational capacity for success and sustainability
- Strong organizational agility and ability to grasp complex issues quickly, simplify them, and comprehensively and objectively assess decisions
- Adept at developing new approaches and ideas and leading all aspects of planning with sound production recommendations while successfully leveraging resources
- Demonstrate strategic and creative thinking with strong interpersonal, verbal, and written communication skills
- Extensive use of project management approaches including creating plans, budgets, and schedules
- Strong leadership, negotiation, change management, and conflict resolution skills
- Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, Internet, etc.), project management systems, and online environments
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Exempt

**Reports To:** Executive Director

**Job Objectives:**

The Senior Director is responsible for integrated solutions and project management, leading our integrated systems team (web development, graphic design, marketing, IT solutions), and managing all deliverables that utilize those services. In addition, the Senior Director will work with the Leadership Team on strategic growth in all aspects of those offices.

**Responsibilities and Essential Functions:**

‘The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.’

- Supports transformation efforts to include changes in operating models, business strategies, complex systems, and information to meet changing organizational needs as they relate to the IST and production functions
- Works effectively across the organization to identify current requirements for core initiatives and specific projects and to develop innovative approaches to production
- Champions internal IST systems for higher productivity, supporting the implementation of integrated solutions and impactful service expansion
- Maintains overall responsibility and accountability to ensure that required IST deliverables/outcomes are achieved and reported
- Stays appropriately connected to and keeps abreast of trends, events, and deadlines so that all possible, new, or enhanced opportunities that align with the organization’s ongoing strategy are explored
- Ensures work is conducted within the context of the overall governance and management of OCALI and the OCALI Advisory Board and its organizational strategy
- Such other duties as may be reasonably required from time to time
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable, it is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

August 2020