



ESCCO – COUNCIL OF GOVERNMENTS

OCALI

JOB DESCRIPTION

PROJECT MANAGER

Minimum Qualifications:

- Bachelor's degree in related fields, or comparable experience, required.
- Strong ability to prioritize between multiple and changing daily tasks while effectively managing short, mid and long-term projects and meeting deadlines.
- Demonstrated accuracy, responsiveness, and excellent communication with internal and external customers.
- Proven ability to perform tasks both independently and as part of a diverse team, take initiative, exercise solid judgment, surface potential issues as needed.
- Ability to approach situations and challenges with flexibility while maintaining a positive outlook.
- Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, Internet, etc.), project management systems, and online environments.
- Willingness to learn new technologies ranging from project management software to video and audio editing tools.
- Manage data effectively and perform basic computations using tools such as Excel/numbers
- 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: Non-Exempt

Reports To: Senior Director, Integrated Solutions and Project Management

Job Objectives:

The Project Manager will work primarily on client-based projects that require creative, integrated solutions. Daily requirements of the job will vary widely; for example, working with school districts to prepare for filming engagements, writing copy and designing graphics for a project overview document, following up on permissions requests to use proprietary content, reviewing and providing feedback on a video module, drafting a monthly funders report, and tracking the status of content to be loaded onto a website.

Responsibilities and Essential Functions:

“The following duties are representative of performance expectations: however, the list below is not ranked in order of importance.”

- Successfully completes special projects independently and collaboratively
- Manages aspects of high-priority client projects with Senior Director, Integrated Solutions and Project Management.
- Works collaboratively across and within Integrated Services Team, Web Development Team, and Tech Team to deliver on organizational priorities.
- Tracks, documents, and communicates proactively on status of projects; identify and surface potential issues; creatively problem-solve as needed.
- Provides graphic design, copywriting, and copyediting support across a range of projects.
- Explores and develops creative approaches for promoting resources and communicating about projects, collaborating with Marketing and Communications Team as appropriate.
- Works with Senior Director on communications with and reporting to funders on select projects.
- Supports organizational commitment to develop accessible materials and provide an accessible environment and experiences for our staff and partners
- 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.

January 2020