

UNION SCHOOL DISTRICT

CLASS TITLE: PROJECT COORDINATOR

(Revised 12.8.17)

BASIC FUNCTION:

Under the direction of the Director of Operations or designee, perform a variety of duties involved in the coordination, planning, installation, configuration, operation, maintenance and repair of future ready learning environments, to include; furniture systems, digital display systems, audio & video systems, security systems and low voltage systems. Provide support to principals, teachers and other site and district personnel, performing functions independently. The Project Coordinator performs specialized activities and is responsible for administering, maintaining and assuring smooth and efficient functioning of district projects and related systems; oversees and coordinates district projects in support of creating future ready learning environments; works closely with the technology department to support future ready learning environments and ensures district projects are completed successfully.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and execute assigned goals and objectives; assess the level of service and effectiveness of support efforts; coordinate complex projects, including requirements definition, budget development, stakeholder engagement, technical design, implementation, staff training and communications. Projects may include learning spaces, furniture systems, digital display systems, audio & video systems, security systems and low voltage systems installation, maintenance, and troubleshooting.

Install, setup, configure, modify and maintain digital display systems, audio & video systems, security systems and low voltage systems to assure the smooth functioning of district learning environments; respond to user requests for service; install, replace, upgrade and update systems and/or component as needed.

Inspect, troubleshoot, diagnose and resolve furniture systems, digital display systems, audio & video systems, security systems and low voltage systems issues; install, configure, maintain and repair various system components; replace components as needed.

Provide District staff with assistance in managing projects and resolving issues; receive and respond to emails and phone calls concerning district projects, furniture systems, digital display systems, audio & video systems, security systems and low voltage systems

problems and malfunctions; provide general troubleshooting, determine type of request and provide solutions.

Communicate and coordinate with personnel and various outside agencies to plan and complete projects, exchange information and resolve issues or concerns.

Operate a variety of technology and specialized systems; drive a vehicle to conduct work.

Maintain current knowledge of advances in project management, furniture systems, digital display systems, audio & video systems, security systems and low voltage systems.

Maintain various records related to assigned activities.

Attend mandatory trainings as required by your position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques involved in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of furniture systems, digital display systems, audio & video systems, security systems and low voltage systems;

Technical problem-solving standards;

Project management tools and techniques;

Extensive knowledge of furniture systems, digital display systems, audio & video systems, security systems and low voltage systems;

Principles, methods and procedures of troubleshooting complex technical systems;

Materials, methods and tools used in the installation and repair of furniture systems, digital display systems, audio & video systems, security systems and low voltage systems;

Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties;

Oral and written communication skills;

Interpersonal skills using tact, patience and courtesy;

Technical aspects of field of specialty;

and Record-keeping techniques.

ABILITY TO:

Install, configure, modify and maintain furniture systems, digital display systems, audio & video systems, security systems and low voltage systems to assure the smooth running of learning environments;

Investigate, troubleshoot, diagnose and repair furniture systems, digital display systems, audio & video systems, security systems and low voltage systems malfunctions;

Provide technical training and support to users concerning furniture systems, digital display systems, audio & video systems, security systems and low voltage systems operations, issues and malfunctions;

Meet schedules and time lines;
Operate computers and peripheral equipment properly and efficiently;
Solve problems independently or with limited consultation;
Maintain various records related to work performed;
Work independently with little direction;
Communicate effectively orally and in writing;
Establish and maintain cooperative and effective working relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community;
Model appropriate behavior around and interact appropriately with preschool and school age children;
and Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in technology or a related field, or four years experience involving project coordination and the installation, maintenance and repair of furniture systems, digital display systems, audio & video systems, security systems and low voltage systems, at an increasingly more independent level.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license;
District Forklift license;

STEP 725