

PROJECT/BID SPECIALIST

JD LOCATOR: 4.08.3

Adopted: 8/97

Revised: 6/07

REPORTS TO:	Assistant Superintendent for Business Affairs and Superintendent of Schools
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff. Additional evaluations may be submitted at the discretion of the Assistant Superintendent for Human Resources.

JOB SUMMARY

Under supervision of the Assistant Superintendent (Business) and/or Superintendent, assist with the coordinating, evaluating, and estimating time (short and long-term), cost, and specification requirements for capital projects. Prepare annual capital project list, to include tentative and revised. To assist in the preparation of contract specifications and requests for quotations; assist in contact with architects and/or contractors during major projects; maintain files and records of each project.

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Communicate with vendors and district personnel to exchange information, resolve discrepancies, correct errors, and clarify issues related to invoices, statements, orders, and deliveries involving bids.
2. Perform responsible duties related to preparation of formal bids, including advertising, mailing, duplication, bid openings, prepare for review and dissemination Board award and all follow-up documentation, notification of awards, and ordering bid items in compliance with applicable codes, regulations, procedures, and practices.
3. Monitor formal bid contract payments, and all contract requirements as detailed in the specifications. Example: payment certificates, architectural statements, certified payrolls, compliance to prevailing wage statements, insurance certificates. Assist with maintenance agreements as needed.
4. Follow-up on purchase orders as needed concerning bids; assist in expediting invoicing and deliveries, and resolve problems.
5. Generate expenditure reports concerning capital projects.
6. Organize Board Proposed Budget books, and "Revised" budget books.
7. Maintain title work on all facilities and maintain records of all property descriptions, deeds, abstracts, easements, plats, courthouse recordings, etc., located in safety deposit box with the district's banking facility.
8. Confer with maintenance and administrators in planning bid scheduling and specifications.
9. Serve on committees and attend in-service training as appointed by Assistant Superintendent (Business) and/or Superintendent.
10. Confer with surveyors, architects, lawyers, contractors, real estate agents (local & governmental) and Impact Aid personnel in Washington D.C. concerning facilities as directed by Assistant Superintendent (Business) and/or Superintendent.
11. Assist Assistant Superintendent (Business) and/or Superintendent in district liability issues. Prepare annual assessment report and file claims for district's liability insurance.

12. Maintain daily enrollment, graphs on enrollment, and monitor highest enrollment date annually for federal and state reporting purposes.
13. Maintain bus depreciation and transportation facility depreciation schedule on an annual basis for ASBR. Do final review on odometer readings, activity trips, and student count dates prior to auditor visits.
14. Reconcile vendor statements (shared responsibility).
15. Maintain bank money bags for schools, and handling of extra bank bag keys.
16. Maintain records and all title work on district vehicles including buses in Transportation Department.
17. Maintain a commitment to ongoing professional development.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. One-year certificate from college, technical school or equivalent from accredited university with specialized coursework in accounting, business law, economics, or related field preferred.
3. Minimum of five years increasingly responsible experience in facility issues.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to compose correspondence, reports, and/or other required written materials.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Excellent grammatical, spelling, and punctuation skills.
8. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
9. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
10. Ability to work independently with minimum supervision.
11. Ability to use independent judgment and demonstrates initiative to act without being asked.
12. Ability to understand and perform technical and complex work.
13. Knowledge of principles and practices of job planning, estimating, prioritizing, and scheduling.
14. Ability to prepare and maintain accurate files and records.
15. Knowledge of bid preparation methods and requirements, laws concerning bids, district policy, and how to reference such items.
16. Knowledge of budgets.
17. Ability to meet strict deadlines.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to moderate. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature

Date

Supervisor's Signature

Date