DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification:	**PROJECT MANAGER**	***Salary Range:***	**23**
Employment Category:	**Management/Supervisory**	***FLSA Designation:***	**Exempt**

Job Summary:
Under direction, manages and coordinates the District's new construction and reconstruction program ensuring fiscal accountability and cost effectiveness; and, compliance with District, State and Federal requirements.

Essential Job Functions:
- **Assists** in the identification and procurement of funding for the purpose of performing construction and modernization projects.
- **Assists** in the identification and procurement of sites and facilities for the purpose of providing for future growth.
- **Completes** and maintains mandated documentation for the purpose of ensuring legislative compliance.
- **Coordinates** and communicates internally and externally for the purpose of providing information dissemination, information gathering and decision recommendations.
- **Investigates** reviews, recommends and responds to legal and technical situations for the purpose of ensuring the District's best interests are met.
- **Manages** and provides recommendations for projects and materials for the purpose of providing the best cost benefit ratio.
- **Manages** and coordinates major and minor capital projects to include new construction and modernization for the purpose of providing the best facilities for Desert Sands Unified School District.
- **Manages** and coordinates individuals, groups and agencies for the purpose of building facilities within guidelines.
- **Provides** direction and guidance to individuals, groups and agencies for the purpose of accomplishing overall objectives.

Other Job Functions:
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Essential Job Requirements - Qualifications:
- **Skills, Knowledge and/or Abilities Required:** Skill to manage personnel and services, communicate effectively and problem solve. Skill in working with a diverse group of individuals and handling situations with tact, diplomacy and discretion. Skill in analyzing situations accurately and adopting an effective course of action. Skill in reading and understanding architectural and engineering plans. Knowledge of the federal and state rules, regulations and policies pertaining to facilities, acquisition, construction management, bidding and contracts. Knowledge of planning principles and practices related to land development and real estate practices, including site analysis, basic engineering and infrastructure. Knowledge of computer hardware and software and applicable software applications. Ability to plan and manage projects.

- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 52 pounds, frequently lift up to 38 pounds and constantly lift a minimum of 16 pounds; have the capability to push 15 pounds maximum force and possess the capability to pull 15 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.

- **Work Environment**: Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Noise/Vibration (driving); Mechanical=Inspecting construction/facilities. Other Atmospheric Hazards: Fumes=Paint. Dusts=Pollen, dirt, open fields.

- **Education and Training Required:** Bachelors Degree in Architecture, Business Administration, Public Administration, Planning or related field and two (2) years of experience in construction and/or renovation which included one (1) year of managing consultants; OR, six (6) years of increasingly responsible experience in construction and/or renovation which included one (1) year of managing consultants.

- **Licenses, Certifications and Testing Required:**
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.
  - Must possess or have the ability to obtain a valid California Drivers License.

Personnel Commission:12/03/97
Board of Education: 04/21/98
Salary Modification: 07/01/00
Personnel Commission: 01/26/06