

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION**

EXECUTIVE DIRECTOR OF PROJECT DEVELOPMENT

FLSA STATUS: EXEMPT PAY GRADE: 27 – A

JOB FAMILY: INFORMATION TECHNOLOGY JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Executive Director of Project Development will assist with project goals, objectives, project management guidelines, project standards, project scope, risk identification and mitigation, quality management, project budget, reporting and documentation. The Executive Director of Project Development will confirm that FSCJ staff and contracted resources are leveraged effectively across the project. The Executive Director of Project Development will review and recommend approval of project deliverables. Finally, the Executive Director of Project Development is responsible for reviewing and reporting on the project work plan, overseeing detailed task management, monitoring activities of the services vendor team, timelines, and risks, and has overall responsibility for reporting on status of project activities, milestones, and deliverables.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Prepare and update the project plan(s).

Assign key tasks to project resources, including employees and consultants.

Monitor progress on action plan, and identifies assignments falling behind target completion dates.

Discuss problems identified by project resources and prepares recommendations to address the issue.

Provide leadership in the development, implementation, operation, and maintenance of systems and technology-based products, services, and delivery methods.

Develop, analyze, and present status reports, budgets, implementation plans, and strategies. Responsible for management of the project budgets.

Monitor the activities of consultants to keep their work on track with the project. Track consultant time and verify invoices to insure proper payment.

Update the President and Executive Cabinet on project status as requested.

Prepare regular College-wide communications on project status.

SUPERVISION RECEIVED

This position reports to the Vice President Business Services with project reporting responsibilities also to the President.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Requires a bachelor's degree from an accredited institution and seven (7) years of related experience.

PREFERRED QUALIFICATIONS

A Master's degree in business, information technology, or related fields, supplemented by ten years professional experience, including three (3) year's experience managing large projects.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read Standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 9/2018