



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Director Bond Projects and Energy Management**

**Reports to:** Superintendent  
**Department:** Bond Projects and Energy Management  
**Compensation:** BL 11  
**Number of Days:** 12 Months  
**Overtime Status:** Exempt  
**Date Job Revised:** January 14, 2008

**Position Summary:**

Provide overall administration of District Bond Program and coordination of energy conservation efforts of District

**Education:**

- Minimum Bachelors with fields of concentration in business, engineering or related areas or on job experience.

**Specialized Knowledge, Licenses, etc:**

- Ten years knowledge in building Operations/Construction Administration

**Experience:** Ten Years

**Specific Training/Skills:**

- Strong verbal and written communication skills, ability to prioritize multiple projects.

**Scope of Authority (If Applicable):** \$2,500

**Customer Contacts (Internal and External):**

- All levels of District, City and State Government, Citizen Groups, press, Bond Oversight and Development Committees, contractors, engineers, architects.

**Duties and Responsibilities:**

- Bond Administration
- Financial Reviews
- Project Management including prioritization, budget review, and timelines.
- Financial responsibilities including addressing arbitrage schedules, budget, interface with district financial/accounting departments, spending timelines, natural gas contract negotiations
- Special Projects as assigned by Superintendent
- Contract Development
- Fund Raising
- Long Range Planning
- Communication with District sites, various citizen committees/associations and other government entities.
- District Bond Development and Campaign
- Bond Campaign Participation
- Coordination of District's energy conservation efforts