



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Director, Initiatives Management**

**Reports to:** Chief Information Officer  
**Department:** ISS  
**Compensation:** BL10  
**Number of Days:** 12 Months  
**Overtime Status:** Exempt  
**Date Job Revised:** January 14, 2008

**Position Summary:** Responsible for evaluation and management of all ISS projects. This includes the management of TPS ISS initiatives, assisting in determining and evaluating project feasibility, assisting in developing and executing the District's three-year technology plan.

#### **Qualifications/Job Requirements:**

##### **Education:**

- Bachelor's degree or equivalent experience and technical/managerial training required.

##### **Specialized Knowledge, Licenses, etc:**

- Project Management Certification preferred.

##### **Experience:**

- Five years as a project manager.

##### **Specific Training/Skills:**

- Must have experience in project definition, management and implementation (experience in IS/IT preferred).
- Must have experience in preparation and management of capital and operating budgets.

#### **Duties and Responsibilities:**

- Responsible for ISS project management and implementation.
- Responsible for determining/evaluating project feasibility.
- Responsible for coordinating external resources with ISS Staff.
- Participate and assist in the preparation and presenting of technology plans to the TPS Board of Education.
- Participate in vendor relations and management.
- Responsible for preparation/evaluation of ISS RFI/RFP's.
- Budgetary responsibility for ISS Initiatives.
- Advisor to the Chief Information Officer.