



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 9/12/2023

Project Manager (Distribution Center)

Pay Scale: B

Level: 10

FLSA Status: Exempt

Job Family: Central Office Support

Primary Location: Distribution Center

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The Department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Project Manager (Distribution Center) will manage projects related to furniture and other areas of Distribution Center operations and assist with surplus and auction operations for the school division. The Project Manager will collaborate with other members of the Distribution Center team, as well as other departments and divisions. Working with school administrators and personnel, they will be responsible for scoping and execution a variety of projects, both at the Distribution Center and at facilities and school buildings across the division. The Project Manager is expected to initiate their own daily assignments in support of projects and programs to which they are assigned, both as a leader and as a team member, under the supervision of the Distribution Center Coordinator.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Assists in the definition of project scope and objectives, involving relevant stakeholders and managing change for projects across school and administrative facilities
- Identifies resources needed to complete projects, including vendor oversight, and creates and maintains appropriate project documentation to monitor progress, as needed
- Collaborates with other Distribution Center staff on furniture or other special projects, including site visits and installations or deliveries
- Assists with the LCPS auction
- Assesses surplus property to best meet the needs of LCPS schools and facilities
- Identifies and resolves issues in project execution
- Advises leadership promptly of any proposed scope changes or decisions required, and responds to leadership inquiries for information quickly and effectively

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree

Experience

Licenses and Certifications

Project Manager (PMP) preferred

Valid Driver's License

Knowledge, Skills and Abilities

- Excellent customer service relations and communication skills
- Demonstrated ability to solve problems, make decisions, and exercise sound judgment
- Leadership qualities and ability to work with a diverse set of school division administrators and staff, while managing resources to achieve project goals
- Comfort with ambiguity and complexity
- Ability to act independently and make critical decisions in a timely manner with minimal supervision while managing multiple simultaneous projects
- Proficiency with standard office computer software
- Ability to obtain and maintain forklift certification

Physical Requirements

The following provides a brief description of physical requirements for this job:

The work is regularly active. The position typically requires the employee to lift and carry, push, or pull up to 25 pounds; climb stairs, bend, kneel and crouch; hold, grasp and turn objects and use fingers to operate computer keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing. The employee must be able to convey spoken instructions to other workers, vendors, or auction customers. May occasionally be exposed to extreme temperatures or other inclement weather, and loud noises.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified

employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.