Technology: Technology Project Engineer

Reports to: Director for Technology
Supervises: Local Area Network Engineer (LAN)
Term of Employment: 12 months
Salary: Technology Manager - 77
FLSA Exempt/Non-Exempt: Non-Exempt

Qualifications:
- Graduation from a two-year college or degree or equivalent experience in communications technologies, computer science, or related field
- Demonstrated ability to manage large technical projects within a team environment
- Must possess or obtain Net + Certification and Microsoft MCSA certification within 60 days of employment and must obtain Project Management Institutes project management certification within 12 months of employment
- Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities

Essential Job Functions:
- Communicates well with the ability to speak and write about project and technical issues for both technical and non-technical audiences
- Learns quickly and applies new technologies.
- Consolidates data and creates summary databases/reports
- Exhibits excellent interpersonal skills
- Works independently with minimal supervision
- Works easily with large networks and distributed computing environments
- Performs progressively more complex and responsible tasks in a complex computing and networking environment
- Plans, executes and successfully delivers on concurrent mid- to large-scale technology projects
- Provides mentoring and direction to project team members
- Escalates all unresolved technology or personnel issues to the appropriate managers
- Provides leadership in developing business requirements and scope statements defines project deliverables
- Develops project plans, resource plans and project estimates in collaboration with multiple departments
- Ensures that milestones are achieved on-time and on-budget and in scope by dealing with or escalating issues with sufficient time for course correction
- Develops and monitors risk and contingency plans
- Manages project change control process
- Tracks and monitors project issues resolution
- Leads team meetings and participates in project review meetings
- Ensures effective and proactive communications to project stakeholders
- Manages project changes.
- Ensures quality of all project deliverables.
- Performs other tasks and assumes other responsibilities as assigned by the Director for Technology
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**Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of up to 40 pounds of force occasionally and up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, sit, squat, bend, stand, grasp, balance, climb, kneel, crouch and type for extended periods of time up to 10 hours
- prepare, read, comprehend and analyze a variety of complex forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions maintaining effective working relationships
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of job specific office machines and other office equipment
- manage multiple high priority initiatives in a fast paced, highly technical environment
- successfully perform the planning, directing, reporting and administrative responsibilities of this position