



Job Title: Executive Director of Bond Projects and Energy Management

Department: Bond
Reports To: Chief Financial Officer
Grade: XP-01
Number of Days: 12 Months
Security Access: All Sites
Current Date: September 16, 2013
Overtime Status: Exempt

Job Objectives: The individual in the position is responsible for oversight and administration of the district's bond program, including planning and managing construction and other capital purchases.

Minimum Qualifications:

- Bachelors' degree with concentration in business, engineering or related areas or job experience.
- Ten years' experience in building operations/construction administration.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Oversee and administer district's bond, construction, and energy management programs. Administer annual bond issues averaging \$40-\$60 million.
- Responsibilities include bid and contract administration, long range facility planning, and supervision of multiple construction projects.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Strong verbal and written communication skills.
- Ability to manage multiple complex construction projects.
- Effectively represent the district with all levels of local and state officials, citizen groups, media, contractors, engineers, and architects.

Supervisory Responsibility:

- Supervise contract staff and construction professionals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Varied.

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