



T U L S A

PUBLIC SCHOOLS

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**Job Description**

**Job Title: Projects Administrator, ISS**

**Reports to:** Director of Systems Architecture  
**Department:** Information Systems Services  
**Number of Days:** 12 Months  
**Compensation:** BL-3  
**Overtime Status:** Exempt  
**Date Job Revised:** November 23, 2010

**Position Summary:** Assist with support and organization of ISS infrastructure projects throughout the district, maintenance and enforcement of infrastructure standards (Cabling, voice, wireless, etc.)

**Qualifications/Job Requirements:**

**Education:**

- High school diploma required, college degree preferred.

**Specialized Knowledge, Licenses, etc:**

- Proficient in MS Windows, Excel, Word, Access, Visio and internet.

**Experience:**

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**Specific Training/Skills:**

- Excellent organizational, technical and analytical skills required.

**Physical Requirements (If Applicable):**

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**Other:**

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**Scope of Authority (If Applicable):**

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**Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):**

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**Customer Contacts:**

- Internal: ISS staff, bond, maintenance and school sites.
- External: Vendors

**Duties and Responsibilities:**

- ISS Infrastructure projects administration (Interface with TPS departments to facilitate tech integration on projects, consult with sites and facilities relative to standardized tech deployments, work with Architecture team to define and develop tech standards, work with vendors for sourcing and pricing of materials. (60%)
- Develop, maintain, implement and enforce standards for cabling, telephony, wireless, etc. (20%)
- Help develop and evaluate RFPs and other solicitations (10%)
- Other duties as required. (10%)