



Job Title: Bond Operations Project Manager

Department: Bond
Reports To: Director of Bond Projects
Grade: BG-5
Number of Days: 12 Months
Overtime Status: Exempt
Last Revised Date: April 19, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: The Bond Operations Project Manager manages the daily functions of up to 10 project managers for personnel transactions, data entry for the support and upkeep of the district asset management system. Supports coordination of Bond 2021 project. Provides high-level administrative support to ensure daily department operations are all carried out efficiently. Coordinates and manages small projects to support the functions of the bond team. Prepares board agenda items, Bond Oversight Committee reports, inter departmental communications, process information request, and perform clerical functions. Coordinates and manages small projects to support the functions of the bond team.

Minimum Qualifications:

- Bachelor's degree in education, business administration, project management or related field highly preferred. Equivalent work experience will be considered in lieu of a degree
- Minimum 5 years of experience in project coordination, administrative support, including budget and project management, operation/logistics or other related experience, human capital or personnel administration
- Must be proficient in the use of Microsoft Word, Excel, PowerPoint and NOVUS

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Manage the daily functions of up to 10 project managers for personnel transactions, data entry for the support and upkeep of the district asset management system
- Manage daily operation of the bond department
- Perform administrative function as needed for the bond department
- Manage all bond agenda items
- Assist patrons providing impeccable customer service

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

- Alignment to district mission and core values
- Exemplary communication skill, both written and verbal

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

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.