Charleston County SCHOOL DISTRICT

POSITION: Project Specialist	**DBM (PAY GRADE):** C41
DEPARTMENT/SCHOOL: Financial Services	**ADDRESS:** 75 Calhoun St, Charleston, SC 29401
REPORTS TO (TITLE): Chief Financial Officer	**ANNUAL WORKDAYS:** 240 Day
POSITION CATEGORY: Non-Certified Administrator	**FLSA STATUS:** Exempt

POSITION SUMMARY:

To assist the Chief Financial Officer with communication, management, and implementation of various projects for the District pertaining to initiatives and activities, including policy, legislative advocacy, and operational matters. There is a requirement for continual contact and communication with District staff and external stakeholders. Job requires attention to detail and the ability to work independently.

MINIMUM REQUIRED QUALIFICATIONS:

EDUCATION: Associate Degree

WORK EXPERIENCE & SKILLS:

1.Associate degree or at least five years of project or executive level support work experience or a combination thereof.
2.Strong project management and organizational leadership skills.
3.Proficient in MS Office, MUNIS, Applicant Tracking System, and Google Drive.

Adaptable to various competing demands, and demonstrate the highest level of customer service and response; highly resourceful tea m player, with the ability to also be effective independently and have the ability to work with diverse groups at all levels of CCSD; stron g project management and organizational skills that reflect the ability to perform and prioritize multiple tasks with excellent attention to detail; ability to use critical thinking and problem solving skills; knowledgeable of CCSD policies and procedures

CERTIFICATION/ENDORSEMENT/LICENSING:

PRIMARY POSITION RESPONSIBILITIES: (15 MAX)

Create and manage project management templates for purposes of visibility, coordination, and tracking of District projects.

Keep project teams and the Chief Financial Officer informed of project statuses.

Schedule meetings, prepare agendas, document key decisions, and disseminate work plans and project documents pertaining to various projects.

Establish and maintain communications with internal and external stakeholders.

Facilitate discussions and problem resolutions with applicable project teams.

Coordinate applicable training for programs approved for implementation

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PRIMARY POSITION RESPONSIBILITIES (15 MAX), CONTINUED:
Compile metrics for the purpose of tracking the success of assigned projects. Assist with drafting applicable policies and procedures. Create requisitions and submission of invoices while adhering to the district's procurement policies and procedures. Maintain customer confidence and protect operations by keeping information confidential. Maintain responsibility for accuracy of own work Handle correspondence, emails, phone calls, messages, and other typical organizational administrative duties.

PREFERRED QUALIFICATIONS & OTHER SKILLS:

SECONDARY POSITION RESPONSIBILITIES:

SUPERVISION RESPONSIBILITY (IF APPLICABLE):
Direct Reports: _____ # of Classified Hourly _____ # of Administrators or Teachers

PHYSICAL/MENTAL REQUIREMENTS:
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will occasionally lift and/or move up to 25 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision and distance vision. This also includes the capacity to understand, remember, and carry out job-related instructions; maintain attention and concentration sufficient to complete assigned tasks; exercise sound judgment; manage multiple priorities; and respond appropriately to changing work demands. The position requires the ability to communicate effectively, solve problems, and interact professionally with students, staff, administrators, and the public in a variety of settings, including situations that may involve time-sensitive deadlines or heightened levels of activity.

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

APPROVED BY AND REVISED DATE:	Daniel Prentice 3/11/2026