



**DATE:** September 6, 2023

**TO:** Board of Education

**FROM:** Mrs. Kerstin Kramer, Superintendent Chief Learning Officer

**SUBJECT:** Approve Job Description for Project Manager and Energy Conservation/Sustainability Coordinator

**PRESENTED BY:** Michael Shepherd, Executive Director of Human Resources

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**ACTION REQUESTED**

Approve Job Description for Project Manager and Energy Conservation/Sustainability Coordinator

**BACKGROUND INFORMATION**

This position provides project management and administration for a variety of facilities related projects including large capital improvements and maintenance. In addition, this position is responsible for compiling and tracking energy usage data, updating the District Energy Conservation Plan, and researching and coordinating District sustainability initiatives as it relates to facilities and operations.

**RESOURCES REQUIRED:**

Facilities – Certificates of Participation (COP)

**PREPARED BY:** Cindi Friedli, Confidential Administrative Assistant for Mike Shepherd, Executive Director of Human Resources and Todd Rivera, Assistant Superintendent Chief Business Officer

Attachment: Draft Job Description