

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Outdoor Education Support Specialist

DEFINITION

Under general direction, performs a variety of administrative support services required for the operation of the Outdoor Education program at the Sly Park Environmental Education Center; performs other related duties as required.

DIRECTLY RESPONSIBLE TO

Director, Sly Park

SUPERVISION OVER

None; however, may assign work and provide technical direction to other department support staff.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Scheduling/Logistics

Coordinates operations and schedules for the Outdoor Education program including staff assignments and schedules for participating schools; assists in scheduling substitute teachers for Sly Park; following site guidelines, resolves scheduling conflicts and revises client schedule as needed; insures timely submission of attendance agreements; maintains a current waiting list of schools; analyzes trends, projects enrollment and makes recommendations regarding scheduling guidelines; recommends and implements new procedures; prepares reports and assists in researching and compiling evaluation statistics; sets priorities for completion.

Communication/Public Relations

Acts as primary communication/public relations liaison between the Outdoor Education program and the general public, staff and students; assists visiting staff and students with Sly Park procedures; addresses and assists in resolving client concerns; communicates with participating schools and districts regarding schedules and details; determines appropriate methods for responding to written or verbal inquiries using a variety of media; creates and modifies schedules, forms, report formats and client attendance agreements; develops content for site publications; coordinates mass mailings; interprets, applies and recommends County Office policies, rules, regulations and procedures.

Budget/Financial

Assists the Director in the budget process including the development of budget projections, monitoring of expenditures and incomes, and analyzing budget printouts and reports; provides analysis of projections related to setting student/conference fees; researches and processes documents including mileage/conference claims and related forms; initiates and expedites the purchasing and accounts payable/receivable processes; assists Financial Services to reconcile past due accounts.

Database Management/Technical Support

Designs, modifies, and maintains complex program database files; creates, enhances and maintains Sly Park's Web page; troubleshoots computer and telephone problems on site; acts as liaison between Sly Park staff and County Office computer/technical personnel to resolve complex computer problems; may upgrade software/hardware as needed; assists staff in learning new software programs.

MINIMUM QUALIFICATIONS

Education

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

Training and Experience

Any combination of training and/or experience which demonstrates ability to perform the duties as described. A typical qualifying background would include experience working in a school or office environment and experience in monitoring budgets and expenditures.

Knowledge of:

Standard office management techniques; standard office software including database, spreadsheet, desktop publishing, and Web page development software; standard office equipment; English grammar, punctuation, spelling, and proofreading; business formats; record keeping and filing systems; budget development and monitoring; effective telephone techniques.

Skill and Ability to:

Communicate effectively both in written and oral form with diverse groups; operate standard office equipment to complete work assignments; create, edit, and print documents and reports; learn a variety of hardware/software and adapt to hardware/software changes; set up and maintain database files; utilize time management techniques to organize and prioritize work; coordinate a variety of projects simultaneously; read, interpret, research, explain, and apply laws, rules, regulations, policies, and procedures; work independently with a minimum of supervision; work cooperatively and effectively with individuals and groups.

Revision approved by Personnel Commission 5/13/08

Revision approved by Personnel Commission 3/8/05

Approved by Personnel Commission 11/12/98