

## SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Coordinator, Technology Projects**

### **DEFINITION**

Under general direction, plans, coordinates and manages projects and activities within the Instructional Technology & Learning Resources Department including proposal development, contract/budget preparation, monitoring and management; identifies and seeks new funding sources; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Director III, Instructional Technology Programs

### **SUPERVISION OVER**

Professional, clerical and technical personnel as assigned.

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

#### **Proposal Development**

Identifies and seeks funding sources for technology and educational media projects; meets with prospective clients and grantors to provide information regarding media related services provided by Sacramento County Office of Education (SCOE); prepares initial project work plans detailing objectives, tasks, timelines and methods for evaluation; prepares requests for proposals (RFPs), requests for applications (RFAs), bids, income contracts, expenditure contracts, and other related agreements and memorandums of understanding (MOUs) as determined by the department Director.

#### **Project Management**

Manages all aspects of technology and educational media projects including finalizing project work plans, working with designers to prepare project flowcharts and storyboards, and working with content specialists to prepare content for print and mediated projects; coordinates and monitors activities of production staff; coordinates and facilitates planning and production meetings with clients; updates and maintains communication with clients, and contract/project monitors regarding project activities; prepares written documents including reports and evaluations as specified by project objectives and activities; works with SCOE Purchasing Department and vendors to acquire needed resources for production and distribution of mediated materials; coordinates activities of contractors; prepares and monitors project budgets; works with SCOE Fiscal Services Department to prepare and submit invoices; oversees alpha and beta testing of SCOE produced media materials; prepares and coordinates the production and development of marketing materials; presents SCOE produced media materials at educational conferences and related events.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training and Experience**

Possession of a Bachelor's degree in Instructional Technology or related field. A Master's degree is preferred. Successful experience managing complex technology related grants or projects; current experience working with new and emerging technologies.

#### **Knowledge of:**

Project management and principals of organization; instructional and graphic design, personal computer hardware; personal computer software used for word processing, spreadsheets, graphics, presentations and communications; computer networking; software development procedures; Web page development; database design; middleware or common gateway interface (CGI) programming used in database Web publishing.

Skill and Ability to:

Develop measurable goals and objectives and evaluate progress toward achievement; set priorities and make decisions on a variety of complex matters; develop and monitor complex budgets and monitor expenditures; work with technical production staff to determine appropriate processes and procedures to address specific objectives; organize work to meet strict deadlines; plan, coordinate and manage technical assistance and professional development activities; communicate effectively in both oral and written forms; interact with clients and users in non-technical, clear terms; establish and maintain cooperative working relationships with staff, organizational members, grantors and other clients.

Other Characteristics

Possession of a valid California driver's license and willingness to travel.

Approved by Personnel Commission 11-14-00