

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist I, Reading Lions Center, Administrative Services

DEFINITION

Under general direction organizes, coordinates, promotes, and monitors projects and program-wide related activities for Reading Lions Center; performs a variety of technical and support services in developing and monitoring project timelines, and program activities; performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

Professional, technical, and clerical staff 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 which may be found in positions within this classification.)

Acts as a liaison to Outreach and Content, Delivery/Events teams, districts, county offices of education and other educational agencies; organizes, coordinates, and monitors professional development training sessions on a regional and state-wide basis, coordinating all necessary arrangements including documentation for contracted employees, travel logistics and expense reimbursement; develop procedures and provide training on expense claims and invoicing; coordinates invoice process, collections, and payments; develops and monitors complex schedules and timelines for the accomplishment of multiple tasks related to the design, implementation and revision of program components; develops and creates forms, brochures, flyers, and marketing materials; oversees staff Web site content and makes changes as necessary; creates data collection schedules; disseminates information regarding program activities; assists in revising training and other program related materials; assists in preparing program, fiscal and compliance reports.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training and experience equivalent to a bachelor's degree which demonstrates the ability to perform the duties and responsibilities as described; related experience working in programs sponsored by education based organizations; experience with large-scale projects is desirable; experience in public agency accounting and budget procedures; experience in assisting project development, and implementation including organizing and monitoring projects, and maintaining positive working relationships with administrators, teachers and other educational staff.

Knowledge, Skills, and Abilities

Knowledge of current practices and procedures related to project management; knowledge of accounting, budget and fiscal management procedures; ability to plan, develop, implement, and evaluate effectiveness of program delivery; interpersonal skills to work cooperatively and effectively with individuals and groups; ability to effectively transmit knowledge and skills to others; ability to organize and prioritize work and coordinate a variety of projects simultaneously; skills to develop measurable goals and objectives, meet timelines, and evaluate progress toward achievement; skills and knowledge to establish and carry out program evaluation and monitoring procedures; effective oral and written communication skills; skills to use standard software applications for on-line services and report writing.

Other Characteristics

Possession of a valid California driver's license; willingness to travel using own transportation with mileage reimbursed.

Revisions approved by Personnel Commission 11/10/09

Approved by Personnel Commission 9/24/02