

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist I, Reading Lions Center, Materials Management

DEFINITION

Under general direction organizes, coordinates, and monitors distribution of educational and professional development materials 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 Local Education Agencies (LEAs), districts, county offices of education and other educational agencies; manage distribution, tracking, and fulfillment of a high volume of materials including coordinating with vendors and county warehouse for delivery; completes professional development materials orders for Reading Implementation Centers, Local Education Agencies (LEAs) and County Offices of Education; oversees material inventory to ensure sufficient levels are maintained; maintain effective workflow; manage the organization and storage of program materials at the Service Center; maintain ongoing Service Center operations; assists with setting up and coordinating logistics of professional development training sessions on a regional and state-wide basis making all necessary arrangements; develops and monitors complex schedules and timelines for the accomplishment of multiple tasks related to distribution and tracking of materials; disseminates information regarding program activities and project products; manage purchase order verification system to ensure accuracy of orders; verify shipping report to ensure accurate invoicing; assists in preparing program reports.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training and experience equivalent to a bachelor's degree from an approved institution 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 a high volume distribution center; 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 safe working practices with equipment and materials in a large warehouse environment including operating a pallet jack and forklift; 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 and forklift safety certification; willingness to travel using own transportation with mileage reimbursed.

Revisions approved by Personnel Commission 11/10/09

Approved by Personnel Commission 9/24/02