

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Project Specialist II, Technology Projects, Internet and Media Services**

**DEFINITION**

Under general direction, plans, organizes, coordinates, develops, and monitors educational technology projects based on the requirements of clients; performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Project Specialist II is distinguished from the Project Specialist I by the extensive knowledge and experience required regarding client relations, project management, database programming, Web programming and user interface design. Further differences include responsibilities and decision-making at a higher level than normally assigned to a Project Specialist I.

**DIRECTLY RESPONSIBLE TO**

Director, Internet and Media Services

**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.)

Manages client relations and educational technology projects; plans, conducts, and coordinates programming and development activities necessary to successfully complete educational technology projects; develops and implements department programming standards and coordinates the necessary training and resources; develops and prepares procedural/training manuals and materials; maintains communication with clients; plans, implements and evaluates staff activities to ensure projects meet client requirements and are completed on time and within budget; organizes and analyzes material for efficient reporting and retrieval.

**MINIMUM QUALIFICATIONS**

Education, Training and Experience

Any combination of education, training and experience equivalent to a Bachelor's degree from an accredited institution; extensive experience working in technology programs sponsored by education, government agencies, or community-based organizations with increasing levels of responsibility; successful experience developing complex database programs and integrating them into Web sites used by students, teachers, administrators, and other educators.

Knowledge of:

Educational technology; principles of the Internet; database, middleware, and Web site programming, including Structured Query Language (SQL), FileMaker Pro, ColdFusion, and Hypertext Markup Language (HTML); Federal Accessibility standards and W3C code validation.

Skill and Ability to:

Work effectively with clients and staff to plan, implement and monitor a variety of technology and media projects; establish and maintain cooperative working relationships with program staff, clients, and project partners; successfully manage the programming of complex database-driven Web sites; develop and implement department programming standards; coordinate training and resources; monitor project timelines and budgets.

Other Characteristics

Possession of a valid California driver's license and ability to provide own transportation in conducting work assignments; willingness to travel locally.

Approved by the Personnel Commission 6/21/05