

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist II, Reading Lions Center, Technical Services

DEFINITION

Under general direction, plans, organizes, coordinates and manages various technology projects for the Reading Lions Center; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Project Specialist II is distinguished from the Project Specialist I by the extensive knowledge and experience required. Further differences include more responsibility and decision making at a higher level than normally assigned to a Project Specialist I.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

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

Manages client relationships related to data services and Web-based service applications in conjunction with curriculum support and professional development projects; oversees and coordinates all support activities for clients including client support email accounts, telephone inquiries and on-line client support sites; develops and implements department programming standards; evaluates, designs, maintains and updates Web-based information sites and service applications for all client levels, including Client Account Manager (CAM), Event Management System (EMS) and Reading Lions Center's Web sites; designs and oversees server hardware and software maintenance, security, site consistency and internal integrity, and server and site performance maintenance optimization; tests and evaluates database and system information processing requirements; defines and controls user access; acts as the project lead for training of clients' technical staff; designs and supports on-line registration procedures and resulting data processing procedures; oversees the transference of data files to and from clients and project groups as needed; designs and prepares data and written reports documenting training activities, participant attendance, and training event evaluation data; works with internal and external clients to design and maintain Web-based information sites; provides data and Web-related consultation and assistance to other project groups as requested.

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; coursework in education, project management, technology or similar fields is desirable; extensive experience working in client support and technology programs sponsored by education, government agencies, or community-based organizations with increasing levels of responsibility.

Knowledge, Skills, and Abilities

Knowledge of operating systems, networking, relational databases, middleware, and Web programming; knowledge of ability to successfully manage complex database-driven Web applications, including code documentation, site performance optimization, and data security; ability to communicate effectively with clients and staff to plan, implement, and monitor a variety of projects using technology-based communication skills; ability to prepare clear and concise written communication and make oral presentations; ability to develop plans, set goals, monitor timelines and evaluate progress toward achievement; ability to work cooperatively and effectively with individuals and groups within and outside the organization.

Other Characteristics

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

Revisions approved by Personnel Commission 11/10/09

Approved by Personnel Commission 2/13/01