

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist I, Instructional Technology Projects Department

DEFINITION

Under direction, organizes, coordinates and monitors technical projects for the Educational Internet Technologies (EIT) Unit; coordinates, facilitates, and promotes technical development committees, projects, and program-wide related activities; performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Coordinator of Technology Projects, Technology Services Division

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 task which may be found in positions within this classification.)

Plans and facilitates development of Web sites and related electronic services to meet specifications of contracting agencies; performs a variety of technical and support services involving technical writing, contracts, project estimates, monitoring timelines, billing and maintaining project database; recruits and directs the work of technical staff including computer programmers; maintains ongoing communication with clients and facilitates meetings to evaluate progress; monitors contract expenditures; prepares reports; facilitates, coordinates, and conducts trainings and workshops for clients; develops training materials and manuals; provides technical assistance to clients; coordinates Webcasts and videoconferences.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a Bachelor's Degree or equivalent and a minimum of two years work experience in technology development in education, government agency and community based organizational programs. Experience in the development and implementation of effective Internet based programs in an educational setting is desired.

Knowledge, Skills, and Abilities

Knowledge of complex Web site development, design, Internet based applications, collaborative tools, and communication software; an understanding of the Internet, intranets, and basic network structures relevant to connectivity and transmission of data; skills in the planning and development of custom databases and Web interface components; knowledge of Web-based instruction and the planning and design to implement such programs; an understanding of systems analysis, implementation and maintenance of Internet based programs; ability to plan, develop and conduct workshops and training sessions; technical writing skills; interpersonal skills to work cooperatively and effectively with individuals and groups; ability to effectively transmit knowledge and skills to others; skills to develop measurable goals and objectives, organize and prioritize work; coordinate a variety of projects simultaneously; evaluate progress toward achievement.

Other Characteristics

Possession of a valid California driver's license; willingness to work additional hours on occasion; willingness to travel locally using own transportation with mileage reimbursed, and willingness to travel within the state as required.

Approved by Personnel Commission 11/12/98