

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Project Specialist I, K-12 Reading/Language Arts**

**DEFINITION**

Under general direction organizes, coordinates, promotes, and manages various projects for the Keys to Literacy Center; serves as the project manager for Center training and warehouse operations; 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**

Director II, K-12 Reading/Language Arts

**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 the Keys to Literacy project manager for training and warehouse operations on and off site; develops logistics plans for training facility operations; organizes, distributes, and manages storage of training materials; maintains quality services to trainers and participants during training sessions; offers direct service support to training participants before and after trainings; develops and monitors timelines for accomplishment of multiple tasks; disseminates information regarding projects and program activities; provides assistance to other project groups as requested.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Possession of a Bachelor's degree or equivalent and related experience working in programs sponsored by education based organizations; experience with large scale training activities and warehouse operations is desirable; 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; ability to plan, develop, implement, monitor and evaluate training and warehouse operations; 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; effective oral and written communication skills.

**Other Characteristics**

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