

## **Sacramento County Office of Education Job Description Director I, Health and Wellness Strategic Initiatives**

### **DEFINITION**

Under general supervision, plans, organizes, and manages the strategy and projects related to the integration of health, mental health, and education systems; establishes strategic partnerships with organizations within the county, region, and state; works with a variety of departments throughout Sacramento County Office of Education (SCOE) to support the implementation of county, regional, and statewide health and wellness initiatives; supervises and evaluates the performance of assigned personnel; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

Professional, technical, and clerical personnel as assigned.

### **DUTIES AND RESPONSIBILITIES**

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Plans, organizes, and manages large-scale projects involving multiple agencies across SCOE, Sacramento County and the state to coordinate and implement the integration of health, mental health, and education systems; supports collective impact of system integration by building and fostering long-term working relationships with districts, COEs, organizations and other partners to establish communication and collaboration to enhance programs and services at the county, region, and state level; promotes and facilitates collaboration among organizations and departments within SCOE; acts as a liaison between multiple partners, at the county, regional, and state level; works to establish a culture of belonging and inclusion; provides leadership and support in the design and implementation of initiatives focused on the integration of health, mental health, and education systems related to social determinants of health at the county, regional, and state level; organizes and facilitates meetings with county, regional, and state partners related to SCOE initiatives; compiles materials and makes presentations on a variety of health, mental health, and education systems-related topics; initiates and develops proposals to engage potential partners for new projects on behalf of SCOE; develops goals, action steps, and timelines for initiatives; analyzes project outcomes and prepares reports on findings; collects data and reviews and develops communication tools to disseminate information regarding initiatives and program offerings; supervises and evaluates the work of assigned personnel; attends meetings and conferences; performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Any combination of education, training, and experience equivalent to a bachelor's degree; a typical qualifying background might include coursework in public administration, sociology, social work, or related fields; increasingly responsible professional experience in administering public service programs related to health, mental health, and/or education; experience in leading large, cross-sector projects; experience working in or with educational or government agencies preferred.

#### **Knowledge of**

Intersectionality of health, mental health, and/or educational programs related to social determinants of health; principles and practices of project development, management, implementation, administration, and evaluation; practices and policies of county and/or state agencies; current issues and legislation related to health, mental health, and education systems; funding, budget development, and management; public speaking, presentation, and facilitation techniques; standard software applications including standard

videoconferencing platforms; effective leadership, facilitation, and goal-setting strategies; grant development, application, and administration; budgeting principles and processes; effective staff development methods.

**Skill and Ability to**

Direct, organize, and supervise strategic initiatives and develop long and short-range goals and objectives; initiate, coordinate, lead, and implement projects between SCOE departments and county, regional, and state agencies; develop and maintain positive working relationships with SCOE and district personnel, and educational, business, and community agencies at the county, regional, and state level; develop measurable goals and objectives, set priorities and evaluate progress toward achievement; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds; communicate effectively in both oral and written forms; present technical ideas and concepts in non-technical terms both individually and in groups; understand and interpret to others complex laws, rules and regulations, and policies pertaining to programs and services; research, acquire, and evaluate appropriate data for effective problem solving and/or decision making; use standard software applications for technical writing, data management, and budget monitoring; effectively select, train, and supervise assigned personnel; develop budgets and monitor expenditures.

**Other Characteristics**

Possession of a valid California driver's license; willingness to travel locally and within the county using own transportation to conduct work assignments and willingness to travel within the state as required.

Approved by Personnel Commission on 7/11/23