

# **Sacramento County Office of Education Job Description**

## **Classification Title: Outdoor Education Support Specialist**

### **DEFINITION**

Under general direction, performs a variety of administrative support services required for the operation of the Outdoor Education program at the Sly Park Environmental Education Center; performs other related duties as required.

### **DIRECTLY RESPONSIBLE TO**

Director, Sly Park

### **SUPERVISION OVER**

None; however, may assign work and provide technical direction to other department support staff.

### **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.)

#### **Scheduling/Logistics**

Coordinates operations and maintains the schedules and calendar for the Outdoor Education program, including staff assignments and schedules for participating schools and private groups;; following site guidelines, resolves scheduling conflicts and revises client schedules as needed; contacts potential clients to fill schedule vacancies; ensures timely submission of attendance agreements; maintains a current waiting list of schools; analyzes trends, projects enrollment, and makes recommendations regarding scheduling guidelines; recommends and implements new procedures; prepares reports and assists in researching and compiling evaluation statistics; sets priorities for completion of duties; prepares necessary documents to order equipment and supplies for program needs.

#### **Communication/Public Relations**

Acts as primary communication/public relations liaison between the Outdoor Education program and the general public, staff, and students; assists visiting staff and students with Sly Park procedures; assists in resolving client concerns by referring them to the appropriate resource; communicates with participating schools and districts regarding schedules and details; conducts campus tours for potential clients; determines appropriate methods for responding to written or verbal inquiries using a variety of media while maintaining confidentiality; prepares and answers correspondence and mailings from general public, staff, and schools; creates and modifies schedules, forms, report formats, and client attendance agreements; assists the Director with fundraising efforts and grant writing; develops content for site publications; coordinates mass mailings; interprets, applies, and recommends County Office policies, rules, regulations, and procedures.

#### **Budget/Financial**

Assists the Director in the budget process including the development of budget projections, monitoring of expenditures and incomes, and analyzing budget printouts and reports; assists Director by consulting with appropriate personnel regarding revisions and changes to budget; provides analysis of projections related to setting student/conference fees; researches and processes documents including mileage/conference claims and related forms; initiates and expedites the purchasing and accounts payable/receivable processes and completes purchase requisitions; assists Financial Services to reconcile past due accounts; examines documents submitted to Accounting for accuracy and proper account codes; prepares and reviews documents submitted for payment and reimbursement for compliance with district and county board policies and state guidelines including Cal-Card payments.

#### **Database Management/Technical Support**

Creates, modifies, and maintains complex program database files and spreadsheets; uploads and organizes data into required reporting formats; monitors recordkeeping for accuracy; creates, enhances,

and maintains Sly Park's Web page and Facebook page; acts as liaison between Sly Park staff and County Office technical support to resolve complex computer problems; may upgrade software/hardware as needed; assists staff in learning new software programs.

## **MINIMUM QUALIFICATIONS**

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

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position. Any combination of training and/or experience which demonstrates ability to perform the duties as described. A typical qualifying background would include experience working in a school or office environment and experience in monitoring budgets and expenditures.

### **Knowledge of**

Standard office management techniques; standard office software including database, spreadsheet, desktop publishing, and Web page development software; standard office equipment; English grammar, punctuation, spelling, and proofreading; business formats; record keeping and filing systems; general finance and accounting principles; budget development and monitoring; public relations; effective telephone techniques.

### **Skill and Ability to**

Communicate effectively both in written and oral form with diverse groups; operate standard office equipment to complete work assignments; create, edit, and print a variety of documents and reports; learn a variety of hardware/software and adapt to hardware/software changes; set up and maintain database files; plan, coordinate, and maintain calendars and schedules; utilize time management techniques to organize and prioritize work; coordinate a variety of projects simultaneously; read, interpret, research, explain, and apply laws, rules, regulations, policies, and procedures; work independently with minimal supervision; maintain confidentiality of student and staff information; work cooperatively and effectively with individuals and groups.

Revision approved by Personnel Commission 6/11/19

Revision approved by Personnel Commission 9/20/11

Revision approved by Personnel Commission 5/13/08

Revision approved by Personnel Commission 3/8/05

Approved by Personnel Commission 11/12/98