

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

Appropriate Administrator

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; utilizing existing template, initiates and monitors MOUs for schools and private groups; recommends and implements new procedures; prepares reports and assists in researching and compiling evaluation statistics; sets priorities for completion of duties; as directed, adheres to and communicates emergency and health and safety plans in accordance with state and local guidelines; 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; assists in the enhancement and maintenance of Sly Park website and Facebook page; acts as liaison between Sly Park staff and County Office technical support to resolve complex technical 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; standard software applications including videoconferencing platforms.

Skill and Ability to

Communicate effectively both in written and oral form with individuals from various cultural and socioeconomic backgrounds; 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.

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