

Sacramento County Office of Education Job Description

Classification Title: Project Specialist II, Adult Re-Entry

DEFINITION

Organizes, coordinates, promotes, and manages day to day operations, service delivery and program development for the Adult Re-entry and Day Reporting Center serving adult paroled, probation, or incarcerated offenders; performs a variety of technical, analytical and support services; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Project Specialist II is distinguished from the Project Specialist I by the extensive knowledge and experience required. Further differences include more responsibility and decision-making at a higher level than normally assigned to a Project Specialist I.

DIRECTLY RESPONSIBLE TO

Appropriate department or school administrator

SUPERVISION OVER

Professional, technical, and clerical staff 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 position)

Plans, facilitates, and coordinates projects and program activities for Adult Re-entry, including but not limited to, coordinating delivery of services to clients in collaboration with SCOE staff, subcontracted treatment providers, employers, and California Department of Corrections and Rehabilitation (CDCR); coordinates the CalTrans Litter Abatement Training Program including weekly reporting, interviews, orientations, and safety briefings; prepares class schedules and instruction assignments; provides predetermined classroom instruction as needed; performs a variety of technical and support services involving analysis, monitoring, and evaluation; compiles, analyzes, and verifies data to assist in the preparation of comprehensive reports and statistical records; makes recommendations based on data analysis; assists the administrator with the preparation of budgets and fiscal management; establishes and monitors projects to ensure timelines are met with quality output; coordinates program events and awards ceremonies; coordinates staff training, scheduling, and caseload assignments; establishes and maintains collaborative relationships with outside agencies and businesses; attend and conduct a variety of meetings as assigned; works collaboratively with those contacted during the course of work.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a bachelor's degree or equivalent in Social Services, Criminal Justice, or similar field; demonstrated experience in the development, implementation, and evaluation of successful programs sponsored by education, government agencies, or community-based organizations; experience working with high-risk populations such as paroled offenders; experience working with multi-agency planning teams; Alcohol and Other Drug (AOD) Certification and counseling experience desirable.

Knowledge of:

Standard office procedures; research methodology; standard software applications; grant management, budgeting and fiscal management procedures; principles of supervision; effective presentation methods; vocational training resources; safety, security, and emergency procedures; project management, analysis, monitoring and evaluation procedures; community-based correctional education programs; current practices, procedures, legislation, and issues related to reintegration of offenders.

Skill and Ability to:

Plan, develop, implement, and evaluate programs; organize, schedule, coordinate and complete a variety of activities and projects; work cooperatively with individuals and groups to develop and maintain positive working relationships with business and outside agency representatives throughout the state, county and region, as well as internal staff and administration; collect and analyze data to develop measurable goals and objectives; set priorities, meet timelines, monitor expenditures and evaluate progress toward achievement; establish and carry out program analysis, evaluation and monitoring procedures; interpret and apply applicable laws, rules, regulations, policies and procedures; communicate effectively in both oral and written forms to diverse groups; train and supervise staff; exercise a high degree of judgment and utilize various strategies in working with a variety of individuals from different cultural and socioeconomic backgrounds; comply with policies establishing boundaries between clients and employees.

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.

Title change 11/8/17

Previous title: Project Specialist II, Sacramento Community Based Coalition (SCBC)

Revision approved by the Personnel Commission 12/11/12

Approved by the Personnel Commission: 6/12/07