

Sacramento County Office of Education Job Description

Classification Title: Project Specialist I, K-12 Curriculum and Instruction

DEFINITION

Under general direction organizes, coordinates, promotes, and manages various projects for the K-12 Curriculum and Instruction department; serves as the project manager for 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

Appropriate Administrator

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 project manager for training and warehouse operations on and off site; maintains inventory of instructional materials; stays current on State Board of Education adopted instructional materials; organizes and maintains the Learning Resource Display Center (LRDC); manages shipping and receiving processes and records; coordinates with internal staff and outside agencies regarding materials and event setup; 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; coordinates audiovisual and other technical connectivity setups for trainings and events; 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 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 of:

Current practices and procedures related to project management; safe working practices with equipment and materials in a warehouse environment; shipping and receiving procedures including proper freight loading and unloading techniques; standard software applications; stock rotation procedures and warehouse terminology; effective oral and written communication skills.

Skills, and Abilities to:

Plan, develop, implement, monitor and evaluate training and warehouse operations; safely operate a forklift and warehouse tractor; provide audiovisual and connectivity set-up support; work cooperatively and effectively with individuals and groups; effectively transmit knowledge and skills to others; organize and prioritize work and coordinate a variety of projects simultaneously; develop measurable goals and objectives, meet timelines, and evaluate progress toward achievement.

Other Characteristics

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

Approved by Personnel Commission 9/21/16
Former title: Project Specialist I, K-12 Language Arts
Approved by Personnel Commission 3/9/04