

**Sacramento County Office of Education Job Description**  
**Classification Title:**  
**Project Specialist II, Foster Youth and Homeless Services, Technical Services**

**DEFINITION**

Under general direction, plans, maintains and monitors design changes to the Foster Focus online database system and collection processes; acts as the liaison for Foster Youth Services (FYS) and the project partners; provides training and technical assistance to school and community-based agencies; 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 regarding management of youth development programs and online database systems. Further differences include more responsibility and decision making at a higher level than normally assigned to a Project Specialist I.

**DIRECTLY RESPONSIBLE TO**

Director, Foster Youth and Homeless Services

**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 the tasks which may be found in this classification.)

Manages the Foster Focus online database information system; monitors accuracy and quality of the data; plans and coordinates data collection processes and procedures; oversees programming and tests design changes; plans, conducts and coordinates program activities and training opportunities related to the database and information sharing processes; provides technical assistance and training to project partners, including district and local government personnel, as well as representatives of state agencies and other FYS programs throughout the state; serves as a liaison between FYS, other technical/program staff and other local, regional and state agencies; addresses and resolves Foster Focus user issues; promotes Foster Focus to other agencies to increase subscribership; designs promotional materials; conducts Foster Focus user surveys; analyzes survey data and prepares reports; monitors and reviews educational support services provided by staff to foster youth caseload; conducts annual review of contracts and updates with any new legal requirements; delivers or coordinates other program services as necessary; assists the department director with the preparation of reports and budgets.

**MINIMUM QUALIFICATIONS**

**Education, Training and Experience**

Any combination of education, training and experience equivalent to a bachelor's degree from an approved institution; extensive experience in youth services programs sponsored by education, government agencies or community-based organizations; extensive experience working with online database development; successful experience working in K-12 programs; teaching, social work, or counseling experience is desirable; experience in the development, implementation and evaluation of successful programs for children and youth including conducting workshops and working with multi-agency planning teams desirable.

**Knowledge of:**

Public education systems, juvenile justice systems, youth development concepts, and foster youth services systems; agencies involved in serving foster youth, unique educational needs of foster youth, issues and

rights of youth in foster care; software application programs implementation; online database development and management; system security procedures and applications for maintenance of confidential information; project management processes; principles of supervision; basic content standards; appropriate instructional strategies for providing professional development/training to adult learners.

**Skill and Ability to:**

Plan, design, maintain and update an interactive database information system; administer day-to-day operation of the Foster Focus database system; supervise and assist with data collection processes; implement effective approaches and strategies to provide technical assistance, support and training for users including local project partners, other county programs and state program representatives; learn new software applications and adapt to changes in technology; work in partnership with staff, project partners and state program representatives; communicate effectively in both technical and non-technical terms; read, interpret and apply technical documents; prepare clear and concise written communications and make oral presentations; prioritize requests; organize, schedule, and coordinate a variety of activities and projects; meet deadlines, prepare materials, and conduct multiple tasks; establish and maintain cooperative working relationships with staff, project partners, state program staff and other clients.

**Other Characteristics**

Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments; willingness to travel locally and throughout the state.

Revisions approved by the Personnel Commission 7/10/18  
Former title: Project Specialist II, Foster Youth Services, Technical Services  
Revisions Approved by the Personnel Commission 2/8/11  
Approved by the Personnel Commission 11-14-00