

Sacramento County Office of Education Job Description

Classification Title: Project Specialist II, Prevention & Early Intervention

DEFINITION

Under general direction, plans, organizes, facilitates, promotes, and monitors the administrative services and the internal and external fiscal preparation for the Prevention and Early Intervention Department; performs a variety of technical and support services including organizing department workflow, preparing and submitting reports for grant programs, and creating and monitoring department budgets; 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 increased responsibility and decision making at a higher level than normally assigned to a Project Specialist I.

DIRECTLY RESPONSIBLE TO

Director II, Prevention and Early Intervention

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.)

Plans, organizes, and monitors the work flow of the professional and clerical staff for the Prevention and Early Intervention Department; acts as a liaison to a variety of Sacramento County Office of Education (SCOE) departments and local, regional, and statewide programs; determines priorities, including identifying data processing needs, developing schedules and procedures, and establishing and monitoring timelines; oversees the development, editing, and production of a variety of documents produced by the department; creates and maintains spreadsheets for various budgets; oversees the preparation of budget plans for grant applications and contracts; monitors budgets and grant activities to ensure compliance with requirements of funding agencies and SCOE fiscal services; prepares expenditure contracts, purchase requisitions, and memorandums of understanding (MOUs); processes travel claims, Cal Card bills, and department invoices; reviews grant proposals and contracts for relevant deliverables, fiscal and reporting requirements, and legal language; ensures activities and department spending are within funding agency guidelines and SCOE policy and procedures; trains and supervises staff as assigned; oversees data collection and reporting systems for a variety of grant-funded programs for students and families; prepares various fiscal and program reports; develops and maintains databases for a variety of department and program activities; manages and facilitates department programs, workshops, and trainings; assists with the organization and coordination of special events and meetings, including collecting registrations, preparing training materials, coordinating catering, and room set-up and clean-up..

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a Bachelor's degree or equivalent and extensive experience in the development, implementation, evaluation, and fiscal management of programs sponsored by education, government agencies or community-based organizations; experience or training in the field may be considered equivalent to formal education.

Knowledge, Skills, and Abilities

Current youth development and prevention education concepts; English grammar, technical writing and editing; standard office procedures; accounting and fiscal management procedures and principles; budget forecasting, grant management, and report preparation; collect and present data in usable forms; plan, develop, implement, and evaluate programs; organize, schedule, and coordinate a variety of activities, events, and projects; work collaboratively with internal staff and external project partners, administration, funding agencies, community agencies, and the general public; communicate effectively to develop and maintain positive working relationships and transmit knowledge and skills to others; develop measurable goals and objectives, set priorities, meet timelines, and evaluate progress toward achievement; manage multiple high-priority tasks; monitor expenditures and collaborate on program evaluation design; read, interpret, and apply applicable codes, laws, and legislation governing the program; establish and carry out department procedures that promote high-quality work output; standard software applications including the use of databases; communicate effectively in written and oral form.

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.

Revisions approved by the Personnel Commission 2/18/20
Formerly Project Specialist II, PASS Administrative Services
Approved by the Personnel Commission 12-18-03