

Sacramento County Office of Education Job Description
Classification Title: Special Assistant to the County Superintendent and
Coordinator, Strategic Initiatives

DEFINITION

Under general supervision, plans, organizes, and coordinates the priority initiatives of the Superintendent; establishes strategic partnerships with organizations within the county, region, and state; work with a variety of departments throughout the agency to support the implementation of priority initiatives; supervises and evaluates the performance of assigned personnel: and performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Sacramento County Superintendent of Schools

SUPERVISION OVER

Technical, and support personnel 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 classification.)

Builds and fosters long-term working relationships with organizations and stakeholders to establish communication and collaboration to enhance programs and services at the county, region, and state level; promotes and facilitates collaboration among organizations and departments within the agency; acts as a liaison between community partners and the Sacramento County Office of Education to coordinate and implement priority initiatives of the Superintendent and Board of Education; disseminates information and organizes and facilitates meetings with stakeholders related to initiatives sponsored by the Sacramento County Office of Education; initiates and develops proposals to engage potential partners for new projects on behalf of the Sacramento County Office of Education, including developing concepts; assists SCOE departments and special project groups to develop and design activities, training programs, publications, and other program deliverables; develops goals, action steps, and timelines for initiatives; compares bids and evaluates options; supports the development of program evaluations; researches and examines findings regarding project outcomes and prepares report on findings for use in project analysis; collects, reviews and develops communication tools to disseminate information regarding initiatives and program offerings; and maintains accurate expenditure reports associated with special projects.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Equivalent to a bachelor's degree from an accredited college or university with coursework in business administration or public administration preferred; experience working in a public agency setting preferred; demonstrated success in coordinating projects.

Knowledge of

Principles of project management; practices, policies and programs of county office programs; research methodology; standard software applications; grant processes, departmental budgets and monitoring expenses.

Skill and Ability to

Establish and maintain cooperative relationships with public and private sector agencies; effectively transmit knowledge and skills both in written and oral form; use standard software applications for technical writing, database management, and budget monitoring; develop measurable goals and objectives, set priorities and evaluate progress toward achievement; work cooperatively and effectively with individuals and groups; effective supervision skills to manage personnel and program budgets.

Other Characteristics

Possession of a valid California driver's license; and willingness to travel within the county using own transportation to conduct work assignments and willingness to travel within the state as required.

Approved by Personnel Commission 1/12/21