

Sacramento County Office of Education Job Description

Classification Title: Project Specialist I, Adult Education

DEFINITION

Under direction, provides data analysis, reporting and invoice tracking services for the Adult Education Block Grant (AEBG) Technical Assistance and Professional Development grant; 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.)

Collects and aggregates data from various project partners and staff to create monthly, quarterly and annual reports; identifies report criteria and requirements needed to develop electronic survey and data collection systems; coordinates with web database programmers to ensure data collection systems and tools meet the reporting needs of the grant; assists and trains project partners on the use of data reporting systems; collects, assembles, and analyzes survey results from the various partners; provides analysis to determine effectiveness of technical assistance, professional development, tools, and other services provided by SCOE and its partners; monitors invoices from grant partners and processes in a timely manner; creates and monitors invoices for AEBG office which includes status of grant work performed and tasks and sub-tasks with descriptions; collects and reports expenditure information; ensures all videos and data publicly posted to AEBG website are ADA-compliant and meet appropriate style guidelines and web standards; collects evaluations from annual Summit and creates reports for AEBG office and Summit presenters; monitors outcomes specified in grant; communicates with districts, county offices, CDE staff, and other outside agencies; manages and monitors project tasks and respective timelines; attends meetings and trainings as directed.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training and experience equivalent to possession of a bachelor's degree; progressive experience in planning, implementing, and managing projects and events; experience working in educational or support services programs sponsored by education, government agencies or community-based organizations.

Knowledge of:

Public education and adult education systems; principles of data collection, analysis, and reporting; budget development and monitoring; principles of project management; research methodology; ADA requirements for web sites; online data collection systems and standard software applications.

Skill and Ability to:

Communicate information professionally and effectively in both oral and written form; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; prioritize requests; plan, organize, schedule and coordinate a variety of activities and projects; assist in developing and monitoring budgets; maintain accurate and up-to-date records; work independently, as well as in a team environment; utilize interactive databases, including entering and retrieving data; research and evaluate data for problem solving and decision making; establish and maintain cooperative working relationships with program staff, outside agencies and others.

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.

Approved by Personnel Commission 12/15/16