

## **Sacramento County Office of Education Job Description**

### **Classification Title: Project Specialist II, College and Career Initiatives**

#### **DEFINITION**

Under general direction, plans, organizes, coordinates, and manages professional development events, data projects, and program-wide related activities for College and Career Initiatives; serves as the lead project manager for professional development training operations; 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 more responsibility and decision making at a higher level than normally assigned to a Project Specialist I.

#### **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.)

##### **Program Support**

Acts as a liaison to districts and schools for College and Career Initiatives, Regional Occupational Program (ROP), Work Based Learning, Work Experience and Regional Career Technical Education Advisory meetings; organizes, coordinates, promotes, and monitors professional development trainings and provides delivery support on a regional and state-wide basis; markets programs and services using various methods, including social media; maintains a master calendar and utilizes an online event management system for professional learning activities; creates and monitors memorandums of understanding (MOUs); disseminates information and provides technical support and project development related to program activities, timelines, and evaluation; manages and monitors technical projects, including online course databases and related websites; organizes, edits, and distributes training materials; collects and maintains data and develops reports related to program evaluation activities; assists in analyzing, writing, and distributing data and reports; acts as the lead project manager for training operations and other special events on and off site; assists students in the ROP enrollment process; assists with grant proposals and grant reporting; conducts outreach activities and develops collaborative relationships with school sites and community, business, and industry partners; supports and coordinates events to promote equity of access for Career Technical Education programs.

#### **MINIMUM QUALIFICATIONS**

##### **Education, Training, and Experience**

Possession of a Bachelor's degree or equivalent; desired experience includes developing, organizing, implementing, monitoring, and evaluating programs, projects, and large-scale trainings and events; experience building community and industry partnerships and working in programs sponsored by education-based organizations preferred.

##### **Knowledge of**

Current practices and procedures related to College and Career programs, Work Based Learning, Career Technical Education (CTE) sectors and funding sources; Community College programs; project management practices and evaluation procedures; professional development and training strategies; standard software applications, including intermediate database and basic website management skills.

**Skill and Ability to**

Plan, implement, and monitor both small and large-scale multi-day trainings and events; plan, develop, implement, and evaluate educational programs; establish and maintain cooperative working relationships and work effectively with individuals and groups; 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; establish and carry out program evaluation and write procedural and program reports; manage databases; maintain social media presence; analyze data and create reports; communicate in both oral and written forms with diverse groups.

**Other Characteristics**

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments.

Approved by Personnel Commission 2/9/21