

Sacramento County Office of Education Job Description

Classification Title: Project Specialist I, Technology Training Development

DEFINITION

Under direction, organizes, coordinates and monitors technical projects; develops training materials that support online learning and cloud-based applications; coordinates, facilitates, and promotes technical development committees, projects, and program-wide related activities; manages studio and offsite video productions; performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

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 tasks which may be found in this classification.)

Facilitates planning and development of websites, online videos, and multimedia projects to meet department needs; performs a variety of technical and support services involving technical writing, contracts, project estimates, monitoring timelines, and maintaining project database; maintains ongoing communication with clients and facilitates meetings to evaluate progress; prepares reports; facilitates, coordinates, and conducts trainings and workshops online and in person; maintains educational training web site; provides support for web sites and applications to clients with a wide variety of skill and language levels; develops training materials and manuals; provides technical assistance to clients using Cloud-based applications; sets up, coordinates, and supports events including video production, videoconferencing, listserv management, and streaming audio and video; prepares and formats closed-captioning text for online videos and other media; creates content for web and print articles; creates and sets up exhibit displays used at educational conferences; keeps equipment inventory and researches replacements as needed.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a bachelor's degree or equivalent with coursework in computer science, education technology, or related field; progressively responsible work experience in technology training development in education, government agency and/or community based organizational programs. Experience in technology training development and video production in an educational setting is desired.

Knowledge, Skills, and Abilities

Knowledge of complex Web site development, design, applications, collaborative tools, and communication software; knowledge of standard software including Cloud-based applications; knowledge of basic network structures relevant to connectivity and transmission of data; skills in the planning and development of custom databases and Web interface components; knowledge of Web-based instruction and the planning and design to implement such programs; an understanding of systems analysis, implementation and maintenance of Web-based programs; ability to plan, manage, and direct studio and video production events; ability to plan, develop and conduct workshops and training sessions online and in person; ability to stay current on technologies to use in educational settings; technical writing skills; interpersonal skills to work cooperatively and effectively with individuals and groups; ability to effectively transmit knowledge and skills to others; skills to develop measurable goals and objectives, organize and prioritize work; coordinate a variety of projects simultaneously; evaluate progress toward achievement.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation with mileage reimbursed, and willingness to travel within the state as required.

Revisions approved by Personnel Commission 8/8/17
Former title: Project Specialist I, Internet and Media Services
Revisions approved by Personnel Commission 1/15/15
Former title: Project Specialist I, Instructional Technology Projects
Approved by Personnel Commission 11/12/98