

Sacramento County Office of Education Job Description
Classification Title: Coordinator, Technology Projects, Foster Youth Services (FYS)

DEFINITION

Under general direction, plans, coordinates and manages Foster Focus and School Connect projects and activities within Foster Youth Services including proposal development, contract and budget preparation, monitoring and management; oversees technical support for users and coordinates training operations; identifies and seeks expansion opportunities and new funding sources; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director, Foster Youth Services

SUPERVISION OVER

Professional, clerical and technical 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 that may be found in this classification.)

Project Management

Manages all aspects of the Foster Focus database and the School Connect systems including finalizing project work plans, working with designers and programmers to prepare specifications and mock-ups, developing information architecture, and writing content for print and Web projects; coordinates and monitors activities of Foster Focus and School Connect production and support staff; coordinates and facilitates planning and production meetings with clients; updates and maintains communication with clients, and contract/project monitors regarding project activities; prepares written documents including reports and evaluations as specified by project objectives and activities; coordinates activities of contractors; prepares and monitors project budgets; oversees testing of Web and media materials; prepares and coordinates the production and development of marketing materials; presents Foster Focus and School Connect at educational conferences and related events.

Proposal Development

Identifies and solicits funding sources for Foster Focus and School Connect projects; meets with prospective clients and grantors to provide information and develop concepts regarding related services; prepares initial project work plans detailing objectives, tasks, timelines and methods for evaluation; prepares requests for proposals (RFPs), requests for applications (RFAs), income contracts, expenditure contracts, and other related agreements and memorandums of understanding (MOUs) as determined by the department Director.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education and training equivalent to a bachelor's degree which demonstrates the ability to perform the duties and responsibilities as described; successful supervisory experience, preferably in a school or government setting; experience in the supervision of technical staff; successful experience managing complex technology related grants or projects; extensive experience working with online database development and K-12 student information systems, including Aeries, Zangle, and PowerSchool; extensive experience working in foster youth programs; experience working in K-12 programs, teaching, or social work is desirable.

Knowledge of:

Project management and principles of organization; grant and funding resources and requirements; contracting procedures; Web architecture and development; database design; foster youth services systems, public education systems, juvenile justice systems; Education Codes and Welfare and Institutions Codes pertaining to the education rights of foster youth; current legislation pertaining to foster youth including AB 12, AB 167, AB 216, Uninterrupted Scholars Act, Family Education Rights and Privacy Act.

Skill and Ability to:

Develop measurable goals and objectives and evaluate progress toward achievement; research and evaluate funding prospects; set priorities and timelines; make decisions on a variety of technical matters; develop and monitor complex budgets and monitor expenditures; work with technical production staff to determine appropriate processes and procedures to address specific objectives; plan and develop Web site architecture and specs; organize work to meet strict deadlines; plan, coordinate and manage technical assistance and professional development activities; communicate effectively in both oral and written forms; interact with clients and users in non-technical, clear terms; establish and maintain cooperative working relationships with organization staff, school district FYS and technical staff, Child Protective Services supervisors, grantors, and other clients.

Other Characteristics

Possession of a valid California driver's license and willingness to travel locally, statewide, and nationally as needed.

Approved by Personnel Commission 1/14/14