

SANTA CRUZ COUNTY OFFICE OF EDUCATION

PROJECT COORDINATOR

DEFINITION

Under direction, the Project Coordinator is responsible for researching and developing grant funding sources; maintaining grant timelines; writing and submitting grant proposals; conducting grant evaluations; establishing partnerships with community based organizations; recruiting interns, work experience students, and volunteers; and assisting with public affairs activities.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Research potential supplemental funding sources (public and private) for County Office of Education programs.

Conduct outreach with community-based organizations to establish partnerships with the County Office of Education.

Develop, write, edit, and submit grant applications.

Coordinate all the activities, goals, and objectives for existing and future grants.

Convene and facilitate meetings as they relate to the deliverance in grants.

Represent the assigned department at various meetings related to County Office of Education programs.

Assist in the preparation and management of budget and record keeping activities.

Assist in the collection of data for program and grant education purposes.

Communicate effectively, both orally and in writing, as this function is related to various grant presentations.

Coordinate training, develop brochures, and disseminate publicity through all forms of the media.

Monitor grant implementation activities and submission of state and federal reports.

Conduct local needs assessments to determine which areas need to be addressed by sponsors.

Provide outreach to local school districts that interface with the Santa Cruz County Office of Education.

Develop structured community service programs.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Practices, techniques and principles of assigned program.

Grants and funding concepts and sources.

Pertinent federal, state, and local laws, codes and regulations

Proper English usage, spelling, grammar, punctuation and vocabulary; report writing.

Principles and practices used in dealing with the public.

Basic mathematical principles; budgets and grant writing principles and practices.

Modern office procedures, methods, and equipment including computer equipment and applicable software programs.

Skill and Ability to:

Plan and organize work to meet schedules and timelines.

Work under limited supervision within a broad framework of standard policies and procedures.

Use initiative and exercise independent judgment in the application and follow through of County Office administrative decisions and policy making.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Operate modern office equipment including computer equipment and applicable software programs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or a related field.

Experience:

Four years of responsible administrative experience in a broad range of varied and responsible experiences involving project coordination and grant writing experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended period of time; dexterity of hands and fingers to operate a computer and sustain repetitive motion of wrists and hands for intervals of time, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: July, 1998.

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