

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **PROJECT SPECIALIST**

#### **DEFINITION**

Under direction, participate in organizing and implementing assigned projects and programs for the County Office of Education.

#### **SUPERVISION EXERCISED**

May exercise technical and functional supervision over assigned lower-level staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Participate in the implementation of assigned projects and programs for the County Office of Education; implement services in accordance with terms and conditions of sponsors and the County Office.

Participate in the development of policies and procedures relating to assigned programs, projects and activities.

Participate in the development and maintenance of project and program budgets and contracts.

Participate in and coordinate program and project related task forces.

Write and submit grants related to assigned projects and programs.

Represent the County Office at project and program meetings.

Disseminate information; develop press releases and brochures for programs, projects and events.

Make presentations to schools and community groups.

Assess needs of community served.

Train, supervise, and oversee the work of assigned staff.

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.

**Knowledge of (continued):**

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

Principles and procedures of record keeping.

Principles and practices of data collection and report preparation.

Principles of supervision and training.

Safe driving principles and practices.

**Skill and Ability to:**

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

Operate a motor vehicle safely.

Research, compile, and collect data and information and prepare clear and concise reports.

Work cooperatively with program network organizations and other groups.

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

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 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 an Associate's degree from an accredited college or university with major course work in social service or a related field. A Bachelor's degree is desirable.

**Experience:**

Two years of experience in the implementation of state or federally funded programs.

**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:** January, 1994

**Revised, Approval Date:** September, 2013

**Revised, Approval Date:** June 16, 2020