

SANTA CRUZ COUNTY OFFICE OF EDUCATION

SENIOR COMMUNITY ORGANIZER, STUDENT SUPPORT SERVICES

DEFINITION

Under direction, to organize and oversee assigned Student Support Services programs for the County Office of Education; to serve as a liaison with community agencies, parents, school districts and business partners relative to Student Support Services programs; and to provide highly responsible support to the Manager of Student Support Services.

SUPERVISION EXERCISED

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assist with the organizational responsibilities for all Student Support Services programs and in the development and implementation of the department's goals, objectives, priorities and policies.

Assist in the development and oversight of assigned program budgets; assist with the forecast for additional funds.

Serve as the liaison for the Manager of Student Support Services, with other County Office of Education departments and outside community agencies, commissions and task forces.

Research, write, coordinate and submit grants related to Student Support Services programs.

Serve as a primary resource and information source for grant-related services including budget development, staffing considerations and coordination with partnership agencies, compliance review and reporting.

Assess needs of targeted-community and populations; forecast trends in service delivery.

Convene and facilitate various meetings related to Student Support Service programs; make presentations to respective groups.

Assist with the creation, coordination and dissemination of publicity of program services in order to increase awareness of program successes.

Prepare and maintain accurate and complete records; prepare clear and concise reports.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of program planning and implementation.

Grant funded program administration.

Knowledge of (continued):

Grant research, funding concepts and sources.

Modern principles, practices and techniques related to Student Support Services.

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

Diverse community agencies and resources.

Principles of budgeting and contract administration.

Modern office practices, methods and computer equipment.

Principles and practices used in dealing with the public.

Principles and practices of data collection and report preparation.

Safe driving principles and practices.

Skill and Ability to:

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

Operate a variety of audio-visual equipment.

Operate a motor vehicle safely.

Interact cooperatively and effectively with department network organizations and other groups.

Conduct research, write and administer grants.

Deal constructively with conflict.

Assist with the development, implementation and oversight of Student Support Services Programs.

Collect, compile and analyze information and data.

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Analyze situations carefully and adopt effective courses of action.

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

Skill and Ability to (continued):

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 a Bachelor's degree from an accredited college or university with major course work in social services or a related field.

Experience:

Three years of experience in private, non-profit, state or federally funded programs including experience in working with community groups in planning and implementing student support services activities and programs. Supervisory and grant writing experience desired.

License or Certificate:

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

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.

SPECIAL REQUIREMENTS (CONTINUED)

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

Approval Date: June, 1994

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Revised Approval Date: June, 2020