

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

Exercise technical and functional supervision over assigned 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.

OTHER JOB RELATED DUTIES

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.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping.

Knowledge of (Continued):

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.

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.

Migrant Head Start Program Education Requirements:

Possession of Associate's degree in Early Childhood Education or Child Development.

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 driver's license.

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:

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

Approval Date: January, 1994

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