

Sacramento County Office of Education Job Description

Classification Title: Project Specialist I, Strategic Initiatives

Definition

Under general direction, provides a variety of support in the implementation of priority initiatives of the Sacramento County Superintendent of Schools; supports department leadership in a variety of projects establishing and maintaining strategic partnerships with organizations within the county, region, and state; performs other duties as assigned.

Directly Responsible To

Appropriate Administrator

Supervision Over

None, however may provide technical direction to other staff in the department.

Duties and Responsibilities

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Acts as a liaison and supports the work of the department which includes the development, implementation, and monitoring of a variety of priority initiatives of the Sacramento County Superintendent of Schools including but not limited to various strategic local, county, and state-level partnerships and projects; plans, manages, and monitors various projects; develops and monitors project timelines and completion of deliverables; develops and maintains regular and effective communication with all relevant project stakeholders; communicates with a variety of partners or potential partners which may include Local Educational Agencies (LEAs), community-based organizations, Institutions of Higher Education (IHEs), and engages support for programs; supports the planning, organization, and facilitation of meetings with internal and external collaborative partners; prepares and distributes meeting notices, agendas, and supplementary materials; in partnership with department leadership, prepares various meeting presentations; may assist with presenting project updates in various settings as-needed; schedules remote and in-person meeting facilities and audio-visual equipment, and prepares transcribed minutes and follow-up actions; provides support in gathering and updating program website content; assists in creating and disseminating program informational materials in compliance with accessibility and standard formatting; creates and maintains accurate records by using various information management systems; disseminates information, provides technical assistance, and supports projects related to program activities, timelines, and evaluation; assists with the preparation and monitoring of project budgets; provides support related to various project-specific funding activities; collects, analyzes, writes, and distributes quantitative and qualitative data and reports related to initiative outcomes and key project milestones; provides data and information to assist with the development and writing of grant proposals; supports department outreach activities for LEAs, IHEs, community, business, and industry partners; assists with creation of memorandums of understanding (MOUs); responds to general project inquiries and/or concerns; maintains confidentiality of sensitive materials and information; attends and participates in a variety of workgroups, trainings, meetings, and conferences as assigned.

Minimum Qualifications

Education, Training, and Experience

Any combination of education, training, and experience equivalent to a bachelors degree; demonstrated successful experience working in a K12 or postsecondary educational agency at the local, county, or statewide level required; professional experience supporting communications or workforce initiatives for educational programs preferred.

Knowledge of

Principles of project management; qualitative and quantitative data collection, analysis, and reporting strategies; data collection, survey techniques, and program evaluation procedures; standard clerical procedures; standard recordkeeping and filing systems; codes, laws, rules, and regulations related to district and school policies and procedures; federal, state, and local resources to support policy and program decisions utilizing a diverse, equitable, and inclusive lens; culturally-sensitive practices; applicable sections of California Education Code, California Government Code, Brown Act and Robert's Rules of Order; common document preparation techniques and software; basic principles of governmental accounting, funding requirements, and restrictions; basic digital accessibility standards; correct English grammar, spelling, and punctuation; standard software applications including videoconferencing platforms, online databases, and basic principles of updating websites.

Skill and Ability to

Plan, organize, and implement processes to support SCOE strategic initiatives; establish and maintain cooperative, collaborative, and effective working relationships with internal and external partners; engage individuals in group collaboration and team participation; communicate effectively in both oral and written form with individuals from diverse backgrounds including SCOE administrators and Board members; work independently with minimal supervision; effectively prioritizes workloads and manages multiple projects simultaneously; prepare clear and concise written communications; develop and make oral presentations to individuals and groups; react with flexibility and sensitivity to changing situations, settings, and needs; organize and prioritize work; effectively deliver and carry out written and oral instructions; effectively transmit knowledge and skill to others; conduct research and evaluate data to solve problems, develop recommendations, and make decisions; coordinate a variety of projects simultaneously; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; use critical thinking skills to analyze problems and make recommendations for improvement; prepare concise and accurate summaries and reports; use standard software applications including spreadsheet, database applications, and videoconferencing platforms; learn new technology and adapt to changes based on program need.

Other Characteristics

Possession of a valid California driver's license and willingness to travel locally using own transportation to conduct work assignments.

Approved by Personnel Commission on 6/11/24