

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIVISION PROJECT SPECIALIST

RANGE: 25

BASIC FUNCTION:

Under the direction of an assigned administrator, provide responsible administrative, clerical and operational support services in the design, development, implementation, and evaluation of an assigned division or program; research, compile and prepare records and reports related to assigned activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide responsible administrative, clerical and operational support services in the design, development, implementation, and evaluation of an assigned division or program; assure integrity of division activities; assure consistency, accuracy and timeliness in the operational functions of assigned program or division; achieve project time lines and goals.

Research and compile information from a variety of sources; prepare drafts, summary reports, displays and brochures as assigned; prepare and maintain a variety of records, reports and materials related to assigned activities.

Assist in developing, monitoring and coordinating department budget; compile information from a variety of sources and prepare summary reports; compile data for budget binders as assigned by the position.

Participate in developing, planning, implementing and evaluating office procedures and support activities to improve efficiency of department.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and exchange information; serve as liaison for the division and various County Office departments, and local and State agencies; serve as technical resource for the division providing information and responding to questions regarding assigned activities.

Attend and facilitate meetings and in-service training sessions; maintain current knowledge of current trends and practices of assigned division or program; represent the County Office in meetings and conferences as assigned.

Participate in the marketing activities for the division or program as assigned; develop forms, flyers, newsletters, brochures or other marketing materials utilizing computer software applications.

Operate a variety of office equipment including a computer and assigned software.

OTHER DUTIES:

Perform special projects for the administrator as assigned.

November 2005

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies, objectives and guidelines of assigned division or program.
Applicable sections of the State Education Code and other applicable laws.
Interpersonal skills including tact, patience and courtesy.
Basic budgeting practices regarding monitoring and control.
Basic principles and practices of fiscal, statistical and administrative research and report preparation.
Oral and written communication skills.
Public speaking techniques.
Record-keeping and report preparation techniques.
Operation of a variety of office equipment including a computer.

ABILITY TO:

Provide responsible administrative, clerical and operational support services in the design, development, implementation, and evaluation of an assigned division or program.
Read, interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
Provide technical assistance to assigned programs and staff.
Communicate effectively both orally and in writing.
Maintain current knowledge of current trends and practices of assigned programs.
Maintain records and prepare reports.
Plan and organize work.
Operate a variety of office equipment including a computer.
Prepare and make oral presentations.
Participate in the development of and oversee assigned budgets.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in area of specialty and five years of administrative assistant experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and make presentations.
Sitting for extended periods of time.

Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching.