

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, EVENTS/PROJECTS

BASIC FUNCTION:

Under the direction of the Chief Communications Officer, plan, coordinate and promote various academic events in support of schools and districts. Train, oversee and schedule staff involved in the projects including volunteers, judges and support staff. Plan and coordinate Contra Costa County Office of Education (CCCOE) oversight for mandated projects.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan and coordinate specialized activities in the preparation and coordination of various academic events in support of schools and districts including Academic Decathlon, Model United Nations and Mock Trial from the initiation of the project to its completion; provide support and training to coaches and students in preparation of competitions.

Coordinate and participate in publicizing competitive events; promote academic events to County schools, businesses and the general community.

Train, oversee, schedule and evaluate staff involved in the projects including volunteers, judges and support staff; coordinate meetings and trainings for academic event staff; maintain an assessment program regarding quality and quantity of related trainings; coordinate involvement of outside agencies for assigned academic events; recruit volunteers for events.

Represent the County Office of Education at State meetings and competitions for Academic Decathlon and Mock Trials.

Serve as liaison between State, national and local levels and arrange for coordinators or chairs and other logistics for events; serve on assigned committees; maintain effective communications with County Office of Education and representatives from outside agencies.

Maintain a current database of entities involved in academic events; create and maintain calendar of events; prepare and maintain records related to assigned activities; obtain student information regarding eligibility and participation and maintain related records.

Plan and coordinate administrative oversight of projects including the Williams Settlement, Valenzuela Settlement, Distinguished Schools, and the Quality Education Investment Act (QEIA).

Maintain data related to Department of Education project criteria, present workshops, communicate with affected school and districts, and schedule/support site visits.

Coordinate with other CCCOE Departments providing support for the mandated projects.

Oversee and monitor the budgets for academic events and mandated projects; prepare purchase

orders for materials, supplies and equipment; prepare budget summary of events as assigned.

Maintain current knowledge of State, national and local rules, policies and procedures related to assigned activities.

Operate a computer, assigned software and other standard office equipment as assigned; drive a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and national Academic Decathlon and Mock Trial rules and Model United Nations procedures.

Policies and objectives of assigned program and activities.

County Office organization, operations, policies and objectives.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

Basic budgeting practices regarding monitoring and control.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic public relations methods and techniques.

ABILITY TO:

Plan and organize specialized activities in the preparation and promotion of various academic events and mandated programs in support of schools and districts.

Train, oversee, schedule and evaluate staff involved in the projects including volunteers, judges and support staff

Operate office machines including a computer and applicable software.

Coordinate, conduct and facilitate meetings and training sessions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Bachelor's degree and a minimum three years of increasingly responsible public relations, event planning or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Lifting moderately heavy objects.