

5/17/23

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
ASSISTANT SPECIAL PROJECTS MANAGER**

Brief Description of Position:

Under direction of a Cabinet member or other assigned administrator, manage one or more specific projects in support of the Marin County Office of Education (MCOE) mission; oversee the planning, implementation, review, and deliverables; working closely with Cabinet, other MCOE colleagues, and community partners as applicable, to ensure the project direction is appropriate and complies with MCOE policies, procedures, mission, and goals. This position will typically manage projects of varying complexity, occasionally exercising independent judgment and the ability to work with minimal guidance and/or supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the listed duties, nor do all the listed examples include all tasks which may be found in the positions within this class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification.

1. Manage one or more special projects as assigned by supervising Cabinet member or administrator;
2. Conducts research, reviewing, evaluating, and analyzing data, proposals, and reports; prepare summaries; make recommendations. Facilitate, coordinate, and resolve project challenges.
3. Assist in the development of project procedures, benchmarks, duties, schedules, deadlines, record-keeping, and deliverables as required, related to the overall administration of projects.
4. Prepare, evaluate, direct and complete action plans and reports;
5. Provide technical expertise, assistance, information, and advice as appropriate to project.
6. Distribute project deliverables on time, within budget and at the required level of quality; evaluate project outcomes in conjunction with supervising Cabinet member or administrator.
7. Assists in the development and contribution of information; communicate recommendations for improvements of organizational, structural, budgetary, and other project components.
8. May delegates responsibility for specific assignments to individual team members, establishing realistic schedules, completion dates, and monitoring progress, as appropriate.
9. Keeps supervisor apprised of potential problems, issues, and concerns; Identifies potential solutions;
10. Drafts response to inquiries from districts, the public, community members, and

community organizations.

11. Assists in representing the Marin County Office of Education effectively in meetings as applicable, including presentations.
12. Perform related duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

TRAINING, EDUCATION, AND EXPERIENCE

Any combination of training and experience that provides the knowledge and abilities is qualifying. Typically, this would include three or more years of successful work experience of increasing responsibility and completion of a two-year college program resulting in an Associate's degree or equivalent with an emphasis in public administration or a closely related field. Bachelor's degree in a field related to business, education, and/or community-based organizations from an accredited college or university is preferred.

KNOWLEDGE OF:

- Basic office methods, practices, and procedures;
- Accepted business English usage, spelling, grammar, and punctuation;
- Standard office equipment and software;
- Principles of budget development, preparation, and control;
- Standard human resource practices including effective supervisory methods and techniques;
- Effective organizational and communication strategies, including methods of communication between agencies served by the County Office of Education on a countywide, regional, and statewide basis;
- Techniques for planning, editing, and designing newsletters, brochures, reports, and other publications;
- Organizational policies, standards, guidelines, priorities, and direction to ensure projects are aligned with organizational objectives;
- Safe work practices.

ABILITY TO:

- Operate computer, peripherals, and software used in administrative environments with proficiency;
- Prepare, document, and maintain accurate records and files;

- Plan, organize, prioritize, and track department work to meet deadlines and accomplish tasks within established timelines;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources;
- Coordinate the workflow of other staff members in an operational unit.
- Adapt work style to that of supervisor, anticipating and initiating actions to address supervisor's needs in reoccurring situations;
- Work during evening hours to attend, participate, or present information, representing MCOE in various public and community forums.
- Maintain and improve professional skills and knowledge;
- Demonstrate cross-cultural knowledge, competence, and respect in all interactions;
- Be flexible and receptive to change;
- Interact in a respectful manner that fosters a sense of dignity and belonging among all.

SKILLS IN:

- Reading comprehension skills to interpret policies, administrative regulations, laws, and programs and accurately explain to others;
- Broad based research skills to identify and collect appropriate data, given minimal direction.
- Decision making skills to exercise independent thinking and good judgment;
- Effectively communicating with MCOE personnel, school districts, other agencies, the public and news media demonstrating tact, diplomacy, and sensitivity to individual concerns;
- Communication (written, oral, and interpersonal), analytical, report-writing, problem-solving, presentation, public relations, strategic planning, organizational and project/time management skills.
- Initiating contacts with persons of substantially senior positions, public officials, or prominent citizens on matters requiring explanation, discussion, and obtaining cooperation or approval.

PHYSICAL DEMANDS:

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.

- Regularly required to talk and hear;
- Vision abilities required include close vision, color vision, and ability to adjust focus;
- Uses fingers to handle, touch, or feel;

- Reaches and holds with hands and arms;
- Occasionally required to stand and walk;
- Working in awkward positions requiring stooping, twisting, reaching kneeling, and/ or squatting;
- Possesses sufficient strength and stamina necessary to perform physical tasks;
- Frequently lifts, carries, or moves 5-20 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in indoor environmental conditions;
- Frequently works with a computer screen;
- Experiences noise levels typical of an open office environment with background noise of telephones and conversations.