

**MARIN COUNTY OFFICE OF EDUCATION
ASSISTANT PROJECT MANAGER
Job Description**

Brief Description of Position:

Provides support to a Project Manager, Director or Assistant Superintendent in planning, coordination, and organization of assigned projects.

Duties and Responsibilities:

1. WORKS AS PART OF DIVISION OR PROJECT MANAGEMENT TEAM

Quality Indicators (Q.I.)*¹

- a) effectively communicates and shares ideas with other team members
- b) demonstrates initiative as member of management team
- c) participates in intra-office or regional activities, i.e. policy board, special projects, staff meetings
- d) follows established procedures

2. PROVIDES LEADERSHIP IN STAFF DEVELOPMENT ACTIVITIES

Q.I.

- a) plans, prepares materials and implements trainings
- b) acts as a facilitator in specific project areas when appropriate
- c) monitors participant evaluations and makes revisions as necessary

3. SUPERVISE AND EVALUATE ASSIGNED CLASSIFIED PERSONNEL IN ACCORDANCE WITH MCOE ESTABLISHED POLICIES AND PROCEDURES

Q.I.

- a) evaluates personnel performance and provides feedback and appropriate follow-up
- b) makes recommendations for project staffing
- c) demonstrates knowledge of current employee contracts

¹ * A Quality Indicator (Q.I.) enables one to know that the responsibility is being performed.

- d) timely notification of vacancies and/or over staffing
- e) cooperates with personnel office
- f) establishes and monitors work hours/schedules of staff

4. DEMONSTRATES ABILITY TO PLAN, ORGANIZE AND IMPLEMENT ASSIGNED PROJECTS

Q.I.

- a) develop written proposals which may include grants, curriculum, and special projects
- b) demonstrates ability to develop materials for trainings, specific projects and new programs
- c) meets deadlines for required presentations and reports
- d) shows evidence of a system to accomplish tasks, such as flow chart, tickler system, calendar, etc.
- e) makes recommendations to supervisor regarding assigned programs

5. PROVIDES SUPPORT TO OTHER MCOE PROJECTS

Q.I.

- a) participates in intra-office activities, e.g. task forces, evaluation studies, special projects, community relations
- b) observes office projects other than ones for which manager is responsible

6. ESTABLISHES AND MAINTAINS COOPERATIVE RELATIONSHIPS WITH OUTSIDE GROUPS WHICH MAY INCLUDE, BUT NOT BE LIMITED TO PARENTS, COMMUNITY ORGANIZATIONS, SOCIAL SERVICES AND LOCAL BUSINESS

Q.I.

- a) evidences clear communication of project to the public
- b) works closely with public agency boards, committees, staffs
- c) cooperates with organizations providing direct support to MCOE projects
- d) explores community resources for additional project support

7. KNOWS AND IMPLEMENTS FEDERAL AND STATE REGULATIONS PERTINENT TO ASSIGNED PROJECT

Q.I.

- a) actively seeks current legislation information and direction from a variety of appropriate sources, e.g. legislative newsletter, supervisor, state and federal officials
- b) documents evidence of compliance with project regulations

8. PARTICIPATES IN ACTIVITIES DESIGNED TO PROMOTE PROFESSIONAL GROWTH

Q.I.

- a) attends workshops, classes, inservices, conferences or other related professional activities
- b) demonstrates knowledge of current job related skills