Project Specialist, ASES Programs

Purpose Statement
The job of Project Specialist, ASES Programs is done for the purpose/s of coordinating and providing leadership for the implementation and management of After School Education and Safety (ASES) and 21st Century Community Learning Center (21st CCLC) programs and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards of these programs.

Essential Functions
- Assists in the development of programs and services for the purpose of improving student outcomes in programs linked to the regular instructional day.
- Conducts site visits for the purpose of identifying and responding to technical assistance needs.
- Coordinates with county, district superintendents, site principals, administrators, teacher leaders, and community partners, etc. for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development services with districts.
- Designs services (e.g. fiscal responsibility, department forecasting, etc.) for the purpose of implementing professional development program activities that address identified training needs.
- Develops plans and data bases for the purpose of ensuring accurate information is reported to the correct entities.
- Maintains a variety of manual and electronic files and/or records (e.g. attendance, surveys, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors professional development services (e.g. consultants course outcomes, training staff, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.
- Oversees management information systems (e.g. Power of Discovery, STEM work plan, etc.) for the purpose of ensuring accurate and timely reporting of information.
- Participates in meetings, workshops, trainings, and seminars (e.g. regional meetings with Grantees, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of written materials (e.g. grant management plans, Memoranda of Agreements, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes documents and materials (e.g. ASES, 21st CCLC, Common Core State Standards, STEM, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Other Functions
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records; analyzing budgets; analyzing data.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: bookkeeping principles; concepts of grammar and punctuation; office application software including relational databases; and conflict resolution; accounting practices; business telephone etiquette; codes/laws/rules/regulations/policies; keyboarding; knowledge of community resources; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; and managing multiple projects; setting priorities; working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience**

Job related experience with increasing levels of responsibility is required.

**Education**

Bachelors degree in job-related area.

**Equivalency**

**Required Testing**

Certificates

California Drivers License

**Continuing Edu./Training**

Clearances
Criminal Justice Fingerprint/Background Clearance
Drug Test
Proof of physical examination including TB Screen

FLSA State: Exempt
Salary Range: Classified Management, Grade 35
Personnel Commission Approved: October 19, 2016