

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Project Management Assistant, Grade 050

DEFINITION:

Under general direction, performs a full range of project management support services for the Enterprise Project Management Office (EPMO).

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Coordinates project work, meetings and training schedules.

Supports the project administrative, logistic, and management needs small, medium, and large-scale projects executed by the EPMO.

Prepares agendas for meetings; takes notes and prepares minutes of meetings.

Collects and inputs project information into project management software and other systems; track project tasks to be used to measure project progress; prepares ad hoc and recurring reports to convey status of the project.

Conducts research, analyze data, report findings and makes recommendations pertinent to the project.

Serves as a liaison between school districts, divisions, departments and other entities involved in a project.

Coordinates information exchange and milestones with internal and external sources.

Provides information to staff and the public regarding the EPMO.

Composes, edits, and prepares correspondence, bulletins, booklets and other materials.

Assists in the coordination and maintenance of the EPMO internal and external websites and file repositories.

Assists in the preparation of the department budget; analyze and monitor project costs and budgets.

Organizes and maintains operational records, files and supplies.

Prepares and monitors mileage forms, time sheets, performance agreements, personnel actions and other business process forms.

Assists EPMO staff members with the training of system users; assist with troubleshooting user problems.

Assists with the development and maintenance of training and project management templates.

Screens and routes mail, email, phone calls and office visitors.

Organizes clerical functions of the EPMO.

Operates standard office machines, word processing equipment, on-line data terminals and peripheral equipment.

Performs a variety of administrative and secretarial support duties in a lead capacity to relieve an assigned administrator of administrative and clerical detail.

Prepares and maintains a variety of records, presentations, and logs related to programs, financial activity, budgets, staff, and assigned duties, and establishes and maintains electronic and paper filing systems.

Monitors and maintains adequate inventory levels of office and designated supplies.

Creates, processes, codes, and tracks purchase orders and invoices as for goods and services.

Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard office equipment including computers, peripherals, the Internet and a wide variety of software such as Microsoft Word, Excel, PowerPoint, and project management software.

Terminology and processes of effective project management.

Modern office practices, procedures, equipment, administrative support practices, business and filing systems.

Business letter and report writing, editing and proofreading.

Data control procedures and data entry operations.

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

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Methods of collecting and organizing data and information.

Basic public relations techniques.

Perform arithmetic computations.

ABILITY TO:

Analyze situations accurately and adopt an effective course of action.

Plan and organize work to meet schedules and timelines.

Understand, interpret, and explain policies and procedures.

Exercise tact, diplomacy, and independent judgment.

Work confidentially and with discretion.

Compose correspondence, using proper spelling, punctuation, and grammar.

Follow oral and written instructions; communicate effectively orally and in writing to a diverse audience.

Make decisions on procedural matters with limited supervision.

Establish and maintain cooperative and effective working relationships with others.

Perform complex secretarial or administrative support duties for an assigned office and to relieve an assigned administrator of clerical and administrative detail.

Schedule and organize program activities and coordinate flow of communications and information.

Work with others in a wide variety of circumstances; work with a diversity of individuals and/or groups.

Work with a variety of data; and utilize specific, job-related equipment.

Prepare accurate and concise correspondence and reports concerning a broad spectrum of subject matter.

Accurately format, proof and edit material using standard computer hardware and software.

Adapt to changing work priorities.

Complete work with many interruptions.

Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

EDUCATION AND EXPERIENCE:

A combination of education and experience equivalent to: four (4) years of progressively responsible administrative support experience, including success in organizing and tracking the work of projects for a business or information technology unit. Experience working with supporting projects and/or working within a project management office is preferred. Graduation from a recognized four-year college with a major in business, technology, or other related field is preferred, but not required: and may be substituted for one year of the experience requirement.

CREDENTIAL/LICENSE/CERTIFICATION:

None

WORKING CONDITIONS AND PHYSICAL ABILITIES:

ENVIRONMENT:

Duties are typically performed in an office setting.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate

computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Grade
03/2011	March 16, 2011	04/2015; 1/2017; 11/2018; 3/2021	Non- Exempt	50