SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SPECIAL PROGRAMS PLANNER, Grade 052

DEFINITION:
Under general direction, plans, coordinates, and implements a variety of countywide special programs and events involving promotion of teachers, classified employees and students.

DIVERSITY STATEMENT:
Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one’s actions and the resulting impact.

SUPERVISION RECEIVED AND EXERCISED:
Supervision is provided by the Communications Specialist. This classification has no supervisory or lead responsibilities.

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:
Collaborates in the planning, organizing, and implementation of a variety of special programs and events involving the participation of County school districts and SDCOE employees.
Facilitates arrangements such as facilities and supports personnel for County program participants to compete in regional, State and national competitions.
Communicates information and instructions as directed for assigned programs and events; assists in the preparation and dissemination of communications to promote, enhance and make arrangements for each program.
Composes and edits reports, event procedures, memos, correspondences, brochures, announcements and other written materials.
Recruits local sponsors for events; screens event consultants, judges and other paid participants in programs.
Monitors budgets and expenditures for events; maintains financial and other program and event records.
Prepares and maintains a variety of records, reports, and survey data related to the programs and events.
NON-ESSENTIAL FUNCTIONS:
Performs related duties regarding event arrangements as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:
Possession of a valid California driver's license.

EDUCATION AND EXPERIENCE:
EDUCATION
Graduation from high school or equivalent is required. College course work or training certificates in communications, public relations, business or public administration, or a field closely related to the duties of this classification from an accredited college or university is preferred.

EXPERIENCE
Four (4) years of administrative or higher-level clerical experience that includes planning and coordinating special projects, programs, or events for a large and complex division, department or agency.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Event planning procedures
Filing and record-keeping
Proper English usage, spelling, punctuation and vocabulary; report writing techniques
Basic arithmetic concepts
Procedures involved in monitoring and processing basic budgetary principles
General office policies and procedures.

ABILITY TO:
Operate a computer and related software, including spreadsheet and database applications
Maintain a high level of care and thoroughness in handling the details of a task
Complete work assignments despite frequent interruptions
Handle multiple tasks and perform with flexibility and adaptability
Handle administrative details and emergency situations in a calm, tactful and diplomatic manner
Establish and maintain effective working relationships with others
Formulate and express ideas clearly and effectively both orally and in writing
Work independently with minimal supervision
Adjust to change or to the emergent demands of the situation quickly and in a positive manner
Show initiative and focus on accomplishments

WORKING CONDITIONS & PHYSICAL ABILITIES:
ENVIRONMENT:
Travel to school districts and external client locations is a regular part of this assignment.
Duties are typically performed in an office setting.

**PHYSICAL ABILITIES:**
Must be able to hear and speak to exchange information in person and on the telephone; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

Established: 10/03  
Revised: 07/04, 07/14, 6/21