

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**PROJECT SPECIALIST, INNOVATION**

**Purpose Statement:**

The Project Specialist, Innovation is responsible for developing and implementing Advanced Manufacturing and Information and Communication Technology (ICT) program activities for the San Diego County Office of Education; collaborating with educators, administrators, students, and industry partners to design and deliver hands-on, project-based learning experiences preparing students for careers in the Advanced Manufacturing and ICT fields.

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**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.

**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.

**Essential Functions:**

- Develop and implement program(s) activities that integrate Advanced Manufacturing and ICT technologies, including CNC mills; laser etching machines; 3D printers; computer assisted design (CAD) software; robotics; Python coding; cybersecurity infrastructure and maintenance; single-board micro-controllers and computers (i.e., Arduino, RedBoard, Raspberry Pi); drones; augmented, virtual, and mixed reality hardware and software.
- Work with educators, administrators, and industry partners to create and deliver professional development opportunities for faculty.
- Collaborate with other departments and organizations to integrate Advanced Manufacturing and ICT education into existing programs and initiatives.
- Stay up to date on the latest advancements in Advanced Manufacturing and ICT technologies and incorporate them into programs.
- Provide technical assistance and support to educators and administrators to ensure the successful implementation of Advanced Manufacturing and ICT programs.
- Assists in planning, coordinating, and implementing career exploration-related programming, projects, services, events, workshops, outreach, and recruitment activities; establishes schedules and methods for providing program, project, services, and/or activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
- Provides training, orientation, and guidance to students and faculty; prepares weekly and daily schedules; reviews and controls quality of work; assists in the recruitment and selection industry partners and provides recommendations.

- Participates in developing goals, objectives, policies, procedures, and work standards for assigned program and/or project to which assigned.
- Assists in coordinating assigned program and/or project, including identifying stakeholders, conducting needs assessments, gathering data and information, and implementing changes and/or updates; provides on-going support to ensure program and/or project success.
- Collaborates to administer evaluation and assessment tools; provides input and documentation for program and/or project evaluations and assessments.
- Assists in marketing program, project, services, activities, and events through various communication venues and social media; assists in developing fliers, brochures, and other marketing materials; prepares and revises handouts regarding operation protocol for project or program.
- Coordinates with other departments and divisions to ensure effective and efficient operations, technology, and services of assigned program and/or project.
- Researches, compiles, and organizes information and data on topics related to assigned programs and/or projects; prepares and assembles reports and other informational materials.
- Serves as a liaison and contact person to students, staff, and faculty; provides consultative services on assigned programs and/or projects; refers inquiries to the appropriate resource and responds to complaints and recommends corrective actions.
- Participates, develops, and delivers training and presentations on committees, task forces, such as Screening and Selection Committees and affiliated partners as assigned.

**Other Functions:**

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications:**

**Knowledge and Abilities**

KNOWLEDGE OF:

Principles, practices, and service delivery needs related to program areas, specifically those involving the development of Advanced Manufacturing and ICT projects and activities;

Research and reporting methods, techniques, and procedures;

Procedures for planning, implementing, and maintaining assigned program and/or project;

Principles and practices of data collection and report preparation;

Basic principles and practices of budget administration and accountability;

Applicable federal, state, local, and college policies, codes, regulations, technical processes, and procedures related to the program to which assigned;

Modern office practices, methods, and computer equipment and applications related to the work;

Record keeping principles and procedures;

Principles, practices, and techniques of effectively dealing with the public and basic public relations;

Operation and maintenance of CNC mills; laser etching machines; 3D printers; computer assisted design (CAD) software; robotics; Python coding; cybersecurity infrastructure and maintenance; single-board micro-controllers and computers (i.e., Arduino, RedBoard, Raspberry Pi); drones; augmented, virtual, and mixed reality hardware and software;

Techniques for effectively representing the college in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

**ABILITY TO:**

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Operate, maintain, and troubleshoot the following Advanced Manufacturing and ICT technologies:

- CNC mills, including G-code programming and tooling setup
- Laser etching machines, focusing on material preparation and safety protocols
- 3D printers, with a deep understanding of slicing software and print optimization
- Computer Assisted Design (CAD) software, with the ability to create complex models and assemblies in platforms such as AutoCAD, Fusion 360, and SolidWorks
- Robotics system development, including mechanical, electrical, and software components
- Python coding for various applications, such as data manipulation and system automation
- Cybersecurity infrastructure management, including vulnerability assessment, risk mitigation, and incident response
- Single-board micro-controllers and computers, such as Arduino, RedBoard, and Raspberry Pi, including programming and hardware interfacing
- Drone operation, with a focus on safety, maintenance, and regulatory compliance
- Augmented, virtual, and mixed reality hardware and software development, with experience in platforms like Unity and Unreal Engine

Conduct research and analyze, interpret, summarize, and present administrative and technical information and data in an effective manner;

Make accurate mathematical and statistical computations;

Communicate effectively orally and in writing;

Prepare clear and concise reports, correspondence, procedures, and other written materials;

Interpret, apply, and explain applicable college policies, rules, and regulations related to areas of responsibility;

Learn and apply emerging technologies;

Analyze issues and create action plans;

Adapt to changing work priorities;

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Working Environment:**

**ENVIRONMENT:**

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit 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; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience:**

Education: Associate’s from a regionally accredited college degree in computer science, digital production and graphic arts, advanced manufacturing/machine technology, or closely related field; and

Experience: Three (3) years of work experience directly related to developing, implementing, and maintaining Advanced Manufacturing and/or Information and Communication Technologies.

Equivalency: A combination of education and experience equivalent to an Associate’s from a regionally accredited college degree in computer science, digital production and graphic arts, advanced manufacturing/machine technology, or closely related field; and three (3) years of work experience directly related to developing, implementing, and maintaining Advanced Manufacturing and/or Information and Communication Technologies.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver’s License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Classified Management, Grade 035

**Personnel Commission Approved:** May 17, 2023

Revised: N/A