

JOB DESCRIPTION
San Diego County Office of Education

ENGAGEMENT PLANNER

Purpose Statement:

Under general direction, the Engagement Planner plans, facilitates, and implements a variety of assigned employee engagement and recognition activities, countywide special programs, and events.

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:

- Collaborates in the planning, organizing, and implementation of a variety of employee engagement programs, activities, both online and in person, and special programs and events.
- Coordinates employee and student photo shoots.
- 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 assigned programs, activities, and events.

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:

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 Environment:

ENVIRONMENT:

Travel to school district and external client locations is a regular part of this assignment.
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 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. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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, strategic planning, or communications experience that includes planning and coordinating special projects, programs, or events for a large and complex division, department, or agency.

Equivalency:

A combination of education and experience equivalent to graduation from high school or equivalent, and four (4) years of administrative, strategic planning, or communications experience that includes planning and coordinating special projects, programs, or events for a large and complex division, department, or agency.

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: Non-Exempt

Salary Grade Classified Support Grade 052

Personnel Commission Approved: October 2003

Revised: 07/2004, 07/2014, 06/2021, 06/2023