



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

4400 Cathedral Oaks Road  
P.O. Box 6307  
Santa Barbara, CA 93160-6307

**REGULAR MEETING**  
May 22, 2025 – 12:30 p.m.

**DRAFT MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Carmen Jaramillo called the meeting to order at 12:30 p.m.

**2. Roll Call**

Members present:

Carmen Jaramillo, Chair

Mike Ostini, Vice Chair

Gary Pickavet, Commissioner (arrived at 12:37)

**3. Pledge of Allegiance**

Carmen Jaramillo led the Pledge of Allegiance.

**4. Changes to the Agenda — None**

**5. Introduction of Staff and Guests**

Staff present:

Mari Minjarez Gonzales, Associate Superintendent, Human Resources

Wendy Garcia, Certificated Human Resources Technician

Tracie Cordero, Classified Human Resources Specialist

The Associate Superintendent, Human Resources presented recommendations in the absence of the Director, Human Resources.

**6. Public Comment — None**

**7. Approval of Minutes of Regular Meeting Held April 24, 2025**

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo

VOTE: 2-0

**8. Communications — None**

## **9. Informational Items**

### **a. Media Releases/Editorials**

The Associate Superintendent, Human Resources summarized four media releases: four teachers received Teacher Recognition Awards for 2024-25 from the Rotary Club of Santa Barbara; the results of the 24<sup>th</sup> annual Battle of the Books, in which elementary and junior high students competed in three different events in North and South County (with the junior high competition taking place virtually); Natalie Wilkes of Monte Vista Elementary School in Santa Barbara was named 2026 Teacher of the Year for Santa Barbara County; and an announcement of the upcoming I Madonnari street painting festival, a major event coordinated by SBCEO's Children's Creative Project.

### **b. Legislative Update**

The Associate Superintendent, Human Resources provided an update on AB 2971, which mandated CDE to create a classified employee staffing ratio workgroup made up of HR staff, labor representatives, and advocacy groups from LEAs around the state. She noted that both she and the Director, Human Resources had applied to the workgroup and that she, the Associate Director, had been selected. She related that the first meeting had made clear the diversity of LEAs in terms of size and staffing, and the challenge that could pose in formulating recommended staffing ratios.

## **REGULAR BUSINESS**

## **10. Informational Items**

### **a. List of New Positions**

### **b. Classified Personnel Report dated June 12, 2025**

### **c. Position Announcements**

- i. Manager, Engagement and Support (Dual – Location flexible)
- ii. Coordinator, Educational Data (Dual – Santa Barbara)

## 11. Action Items

### a. Ratification of Eligibility Lists

- i. Behavioral Health Practitioner (Open Continuous – Santa Maria)
- ii. Educational Interpreter, American Sign Language - Certified (Open Continuous – Santa Maria)
- iii. Manager, Communications (Open/Promotional – Santa Barbara)

MOVED: Mike Ostini      SECONDED: Gary Pickavet      VOTE: 3-0

### b. Classification of Positions — None

### c. Job Descriptions

The Director, Human Resources recommended the approval of revisions to the following job descriptions:

- i. Paraeducator
- ii. Paraeducator, Behavioral Intervention

No change in salary range for either classification was proposed. The proposed revisions had the support of CSEA and the Associate Superintendent, Special Education.

MOVED: Gary Pickavet      SECONDED: Mike Ostini      VOTE: 3-0

### d. Abolition of Classifications

The Director, Human Resources recommended the abolition of the following classifications:

- i. Educational Data Analyst.
- ii. Digital Media Resources Specialist, IMS.

These recommendations had the support of the Associate Superintendent, Curriculum & Instruction.

MOVED: Mike Ostini      SECONDED: Gary Pickavet      VOTE: 3-0

**UNFINISHED BUSINESS****12. Approve 2025-26 Personnel Commission Meeting Schedule**

MOVED: Gary Pickavet      SECONDED: Mike Ostini      VOTE: 3-0

**13. Adoption of 2025-2026 Personnel Commission Budget**

Carmen Jaramillo called the public hearing to order at 1:00 p.m. The public hearing was conducted in accordance with the requirements of California Education Code Section 45253 for consideration of the Personnel Commission budget for fiscal year 25-26. No members of the public were present for the public hearing. The public hearing was closed at 1:01 p.m.

MOVED: Gary Pickavet      SECONDED: Mike Ostini      VOTE: 3-0

**NEW BUSINESS — None****REPORTS****16. PERSONNEL COMMISSIONER REPORTS**

Commissioner Pickavet apologized for arriving late.

Commissioners Ostini and Jaramillo had no PC-related items to report.

**17. DIRECTOR, HUMAN RESOURCES REPORT**

The Associate Superintendent relayed a quote from the Director that she was very grateful to the Associate Superintendent for stepping in so the Director could take a vacation.

**18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report.

**CLOSED SESSION**

The Personnel Commission went into closed session at 1:02 p.m. with the Associate Superintendent, Human Resources to complete the annual performance evaluation for the Director, Human Resources. Closed session ended at 1:13 p.m. No action to report.

**ADJOURNMENT**

There being no further business, there was a motion to adjourn.

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

The meeting was adjourned at 1:15 p.m. The next regular meeting will be held on Thursday, June 26, 2025, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Maria and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Barbara.



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Amy R. Ramos  
Director, Human Resources  
Secretary to the Personnel Commission

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Carmen Jaramillo  
Chair, Personnel Commission

Santa Barbara County Board of Education

Classified Personnel Report

July 10, 2025

**Appointments**

*Limited Term/Substitute*

Carvalho, Raphaella May 12, 2025  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

Chambers, Brian June 9, 2025  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

Elliott, Virginia May 21, 2025  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

Gomez, Lilliana May 29, 2025  
ECE Apprentice • Early Care and Education • Various Sites  
• Hourly as needed

Mendez, Luz May 12, 2025  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

Munoz Alvarado, Maria May 27, 2025  
Paraeducator • Special Education • Various Sites  
• Hourly as needed

Sherlock, Phoebe June 9, 2025  
Student Worker • Early Care and Education • ECE - Main  
• Hourly as needed

Vega, Teresa May 29, 2025  
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald  
• Hourly as needed

***Probationary***

Avila, Argelia June 12, 2025  
Administrative Assistant • Curriculum and Instruction • Literacy and Language Support  
100% • 12 months

Garcia, Jenna June 2, 2025  
Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria  
100% • 12 months

Lawrence, Mykalah May 19, 2025  
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School  
87.5% • 10 months

Rodriguez, Karine June 10, 2025  
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction 5  
100% • 12 months

**Changes**

***Anniversary Increase***

Ayala, Gerardo June 1, 2025  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - South County  
80% • 12 months

Braz Gonzalez, Lupita June 1, 2025  
Paraeducator • Special Education • Alice Shaw Preschool  
87.5% • 10 months

Castillo, Erika June 1, 2025  
Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap School DHOH 2  
75% • 10 months

Castro-Ramirez, Fabiola June 1, 2025  
Paraeducator • Special Education • Olga Reed Elementary  
77.5% • 10 months

Clark, Dionysius June 1, 2025  
Paraeducator • Special Education • Orientation and Mobility Specialist  
75% • 10 months

Coronado, Lissandra	June 1, 2025
Teaching Assistant • Juvenile Court and Community Schools • Peter B. FitzGerald Community School 87.5% • 10 months	
Croft, LeWanda	June 1, 2025
Manager, Maintenance and Project Planning • Internal Services • Operations South 100% • 12 months	
Dal Bon, Darnyl	June 1, 2025
Administrative Assistant • Children and Family Resource Services • Health Linkages Administration 100% • 12 months	
Estrada, Jacqueline	June 1, 2025
Accounting Technician • Special Education • Special Education Accounting 100% • 12 months	
Fierro, Kaylyn	June 1, 2025
Accounting Technician • School Business Advisory Services • School Business Advisory Services 50% • 12 months	
Freedland, Anna	June 1, 2025
Executive Assistant to the County Superintendent (Confidential) - Exempt • Superintendent • Cathedral Oaks 100% • 12 months	
Gonzalez, Eduardo	June 1, 2025
Paraeducator • Special Education • Montecito Union School 81.25% • 10 months	
Hernandez, Ana	June 1, 2025
Paraeducator • Special Education • Deaf/Hard-of-Hearing Services 75% • 10 months	
Hernandez, Emeterio	June 1, 2025
Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School 87.5% • 12 months	
King Kondos, Victoria	June 1, 2025
Health Advocate • Children and Family Resource Services • Health Linkages - South County 100% • 10 months	

Lockwood, Donald June 1, 2025  
Audiovisual Services Supervisor • Information Technology Services • Information Technology Services  
100% • 12 months

Nuno, Ellen June 1, 2025  
Paraeducator • Special Education • Cuyama High School  
81.25% • 10 months

Owens, Vera June 1, 2025  
Administrative Assistant, Senior • Career Technical Education Program • Hope Center  
100% • 12 months

Ramirez, Martin June 1, 2025  
Paraeducator • Special Education • Casmalia Preschool 1  
87.5% • 10 months

Torres, Gloria June 1, 2025  
Paraeducator • Special Education • Manzanita Charter School 2 (4th-6th)  
81.25% • 10 months

Torres, Marianna June 1, 2025  
Paraeducator • Special Education • Robert Bruce Preschool  
87.5% • 10 months

Vargas, Beatriz June 1, 2025  
Paraeducator • Special Education • Zaca Preschool  
43.75% • 10 months

Vazquez, Magaly June 1, 2025  
Program Associate • Transitional Youth Services • Transitional Youth - North  
100% • 12 months

***Differential - Remove***

Braz Gonzalez, Lupita June 5, 2025  
Paraeducator • Special Education • Alice Shaw Preschool  
87.5% • 10 months  
Specialized Health Care

Munar, Desiree June 5, 2025  
Paraeducator • Special Education • Alice Shaw Preschool  
87.5% • 10 months  
Specialized Health Care

***Other***

Guerrero, Isabel January 1, 2025  
Communications Specialist • Communications • Communications  
100% • 12 months  
Master's stipend

***Probation to Permanent***

Figueroa, Nelson June 1, 2025  
Office Assistant • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months

Garcia Godinez, Omar June 1, 2025  
Vocational Assistant • Special Education • Vocational Services  
75% • 10 months

Hatter, Gabriel June 1, 2025  
Paraeducator • Special Education • Casmalia Preschool 2  
87.5% • 10 months

Ramirez De Santiago, Leticia June 1, 2025  
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 12 months

***Promotion***

Tapia, Ana July 1, 2025  
Administrative Assistant • Early Care and Education • Early Care and Education - Santa Maria 2  
100% • 10 months

***Transfer in lieu of layoff***

Gomez Sanchez, Grisel July 1, 2025  
Program Associate • Early Care and Education • Early Care and Education - Santa Maria  
100% • 12 months  
From Partners In Education

## Separation

### *Layoff*

Arrieta Jacinto, Maria June 6, 2025

Paraeducator • Special Education • Cuyama Headstart  
37.5% • 10 months

Escamilla Hernandez, Dulce June 6, 2025

Paraeducator • Special Education • De Colores Preschool  
87.5% • 10 months

Holt, Max June 6, 2025

Paraeducator • Special Education • De Colores Preschool  
87.5% • 10 months

Inda-Orozco, Maria June 30, 2025

Clerical Assistant • Children and Family Resource Services • Health Linkages - South County  
75% • 12 months

Muniz, Alicia June 6, 2025

Paraeducator • Special Education • Cuyama Elementary School  
81.25% • 10 months

Rafael, Annette June 6, 2025

Clerical Assistant • Children and Family Resource Services • Health Linkages - North County  
75% • 10 months

Sandoval, Arlyn June 13, 2025

Office Assistant • Special Education • Special Education Support Staff, Lompoc  
100% • 10 months

### *Released*

Williams, Kaila May 28, 2025

Development Associate • Partners in Education • Partners In Education  
100% • 12 months  
Non completion of probation

***Resignation***

Aceves Garcia, Alejandra July 8, 2025  
Paraeducator • Special Education • Clarence Ruth Preschool  
75% • 10 months

Lawrence, Mykalah June 6, 2025  
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School  
87.5% • 10 months

Meza Diaz, Jose May 30, 2025  
Custodian • Internal Services • Operations South  
90% • 12 months

Pastrano Ortega, Marco June 10, 2025  
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School  
87.5% • 10 months

Torres, Liliana July 8, 2025  
Paraeducator • Special Education • Clarence Ruth Preschool  
75% • 10 months



Santa Barbara County Education Office  
**Custodian/Maintenance Worker**

<b>SALARY</b>	\$24.99 - \$28.79 Hourly \$4,349.00 - \$5,009.00 Monthly \$52,188.00 - \$60,108.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2025-00146
<b>DIVISION</b>	Administrative Services	<b>DEPARTMENT</b>	Internal Services
<b>OPENING DATE</b>	06/11/2025	<b>CLOSING DATE</b>	6/25/2025 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara		

## General Description

### Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

### General description

Under the direction of the assigned supervisor(s), perform a variety of custodial and maintenance duties required to maintain buildings in a clean, secure and operable condition.

## Specific Duties and Responsibilities

### Specific duties and responsibilities

- Sweep, mop, strip, wax and buff floors; vacuum, spot clean and shampoo carpets.
- Wash and dust screens, doors, desks, counters, table tops, walls, and telephone handsets.
- Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls; restock towel, tissue and soap dispensers.
- Wash exterior and interior windows, sweep sills; empty trash, pencil sharpeners and paper shredder containers; pick up trash as needed.
- Perform semi-skilled duties including plumbing, electrical, painting, and carpentry as it relates to the repair, alteration, construction and maintenance of buildings and equipment.
- Perform building maintenance duties such as replacing bulbs, tubes and ballasts; repair furniture, fans, electrical heaters and motors; install and replace electrical outlets; repair and replace toilets, sinks, fixtures and drains; assist in the maintenance of heating systems.
- Maintain security by checking doors, windows and lights; responsible for setting alarms and responding to alarm service requests during nights and weekends after work hours.

- As directed, assist with preventative maintenance and minor repairs of county vehicles.
- Set up rooms for meetings and special events.
- Move materials, equipment, and furniture between various rooms and buildings; deliver mail and other documents as needed.
- Perform other job-related duties as assigned

## Requirements

**Education:** High school diploma or equivalent

**Experience:** Two years of experience in custodial and maintenance duties, preferably working in a school setting

**Knowledge of:**

- Principles and methods of custodial and semi-skilled maintenance.
- Proper use of tools and equipment used in custodial and building maintenance.
- Health and safety regulations.
- Oral and written communication skills.

**Ability to:**

- Clean buildings and related fixtures and equipment.
- Perform maintenance and repairs to assigned buildings, including general carpentry, plumbing, and painting.
- Understand and follow oral and written directions.
- Lift, carry, push and/or pull materials and equipment weighing up to 100 pounds.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.

**Licenses and certificates:**

- Requires a valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

**Working conditions:**

Work includes indoor and outdoor environment; subject to travel between sites; lifting, noise, dust, fumes and toxic chemicals; on call for building security as needed.

## Supplemental Information

*Classified salary ranges have 26 steps (A-Z). Initial salary placement for new hires is between steps A and J, based on qualifications.*

Click here for an [Overview of Our Application & Selection Process](#).

### RECRUITMENT INFORMATION:

- All applicants who meet the minimum qualifications will be invited to participate in the examination process for the position.
- The examination process may include one or more of the following: written, oral, and performance examination.
- Candidates must pass all parts of the examination process to be placed on the eligibility list. Final score will determine the candidate's rank on the eligibility list.

- A candidate in the top three ranks (including tie scores) on the eligibility list may be considered for hire; when there are multiple vacancies in the same job classification, additional ranks will be considered.
- This recruitment is Dual Certification, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Dual certification results in one integrated eligibility list based on rank.
- Eligibility lists are generally valid for six months; promotional eligibility lists are valid for one year. Lists may be exhausted prior to the original expiration date, or they may be extended with the approval of the Personnel Commission.
- If you require an accommodation for any step of the application and selection process, please notify Human Resources by the application deadline date (or as soon as possible for an open continuous recruitment).
- Veterans' Preference Points: This recruitment is eligible for veterans' preference points for qualifying veterans.

### Non-Discrimination Policy Statement

*For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with SBCEO to provide services, as applicable.*

*No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.*

*SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health.*

*SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.*

#### Employer

Santa Barbara County Education Office

#### Address

4400 Cathedral Oaks Road

Santa Barbara, California, 93110

#### Phone

8059644711

#### Website

<http://www.sbceo.org>

## Custodian/Maintenance Worker Supplemental Questionnaire

### \*QUESTION 1

Do you have a High School diploma or GED?

Yes

No

### \*QUESTION 2

How many years of experience do you have performing custodial and maintenance tasks? Please provide details about the types of duties you have performed. (Please limit your response to 100 words.)

\* Required Question



**Santa Barbara County Education Office  
Communications Specialist**

<b>SALARY</b>	\$34.90 - \$40.24 Hourly \$6,072.00 - \$7,002.00 Monthly \$72,864.00 - \$84,024.00 Annually	<b>LOCATION</b>	Santa Barbara - Goleta
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2025-00148
<b>DIVISION</b>	Superintendent	<b>DEPARTMENT</b>	Communications
<b>OPENING DATE</b>	06/12/2025	<b>CLOSING DATE</b>	6/26/2025 11:59 PM Pacific
<b>SPECIFIC LOCATION</b>	Santa Barbara		

**General Description**

**Our ideal candidate**

You are an effective communicator, with advanced writing and verbal communications skills, and a willingness to learn new communications tools and strategies. You are highly organized and detail-oriented with demonstrated ability to work independently and exercise appropriate judgment. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, students, and the community.

**General description**

Under general supervision, this position coordinates and implements internal and external communication strategies for SBCEO and SBCEO provides support to the Director on administrative matters requiring knowledge of department policies and procedures, SBCEO rules and regulations, federal guidelines, and related codes and laws.

**Specific Duties and Responsibilities**

- Execute social media strategies, create and maintain web content, market events, update databases and media lists, track projects and media exposure, and select or create digital media.
- Draft, edit, proof, and distribute digital and print communications copy (e.g. press releases, radio commentaries, publications, social media posts, flyers, Superintendent’s columns) to represent SBCEO in the community.
- Research and summarize a variety of topics in order to make recommendations for management about media strategies, suggest topics for editorials, prepare for media interviews, and accomplish other communications goals.
- Gather, synthesize, and report data, including website and social media analytics, to evaluate the effectiveness of various communication strategies and recommend adjustments as needed.
- Coordinate and produce special events, including planning, logistics, marketing, and communications.
- Edit employee newsletter, including content creation and layout.

- Attend, photograph, and report on events and activities, as assigned.
- Advise and support departments to ensure that SBCEO's communications standards, policies, and procedures are followed.
- Independently or with the Director, represent SBCEO at events; provide staff support at meetings and events by taking notes, registering guests, and other activities.
- Represent SBCEO to the media as authorized by the Director of Communications or the Superintendent.
- Serve as backup webmaster.
- Provide emergency communications support during natural disasters and other urgent situations affecting SBCEO or the community.
- Coordinate update of annual directory including data collection, publication distribution, and billing; provide updated information to key staff throughout the year; maintain lists of principals, superintendents, and school board members for website and directory purposes.
- Provide administrative support to Communications Department including creating requisitions, purchases, and budget reports and monitoring expenditures using SBCEO's enterprise financial system.
- Perform related duties as assigned.

## Requirements

**Education:** Possession of an associate's degree in communications, journalism, public relations, marketing, or related field is required. Possession of a bachelor's degree in a related field is preferred.

**Experience:** Three years of experience in communications, public relations, marketing, or social media management, preferably in the public, education, or nonprofit sectors.

### Knowledge of:

- Correct usage, grammar, spelling, punctuation, and vocabulary
- Effective social media practices and strategies, including Facebook, Twitter, YouTube, and other platforms
- Software applications used in the department
- Public relations practices, procedures, and terminology

### Skill in:

- Cultural competency with populations served by SBCEO

### Ability to:

- Draft a variety of written materials independently and from general oral instructions
- Handle multiple tasks, work under pressure, and adapt to priorities and deadlines that are subject to frequent change
- Plan, organize, coordinate, and prioritize work
- Learn to use an enterprise financial system
- Learn principles of budget administration
- Complete work despite frequent interruptions
- Meet schedules and timelines
- Work independently with little direction
- Research topics and succinctly summarize findings
- Quickly learn and navigate new technologies
- Organize and edit rough draft copy
- Take photos using a variety of devices, including camera, phone, and tablet
- Use mobile devices to update digital content
- Interact positively with peers, supervisors, the public, and other agencies
- Demonstrate diplomacy, tact, patience, courtesy, and professionalism
- Operate a variety of office machines and software efficiently

- Ability to speak, read, and write Spanish fluently is preferred. Experience using a website content management system (CMS) and skills in photography and videography are desirable.

### **Licenses and certificates**

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

### **Working conditions**

This position is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

Work is performed in a typical modern office environment. Local travel to a variety of locations is required. Occasional attendance at evening and weekend meetings and events is also required.

## **Supplemental Information**

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### **RECRUITMENT INFORMATION:**

- All applicants who meet the minimum qualifications will be invited to participate in the examination process for the position.
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- A candidate in the top three ranks (including tie scores) on the eligibility list may be considered for hire; when there are multiple vacancies in the same job classification, additional ranks will be considered.
- This recruitment is Dual Certification, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Dual certification results in one integrated eligibility list based on rank.
- Eligibility lists are generally valid for six months; promotional eligibility lists are valid for one year. Lists may be exhausted prior to the original expiration date, or they may be extended with the approval of the Personnel Commission.
- If you require an accommodation for any step of the application and selection process, please notify Human Resources by the application deadline date (or as soon as possible for an open continuous recruitment).
- Veterans' Preference Points: This recruitment is eligible for veterans' preference points for qualifying veterans.

### **Non-Discrimination Policy Statement**

*For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with SBCEO to provide services, as applicable.*

*No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived*

*characteristics.*

*SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health.*

*SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.*

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**Employer**

Santa Barbara County Education Office

**Address**

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8059644711

**Website**

<http://www.sbceo.org>



Open Continuous Eligibility List  
Behavioral Health Practitioner

Rank	Person ID	Eligible Expiration Date	Status	Bilingual	Job Type	FTE
1	2227423	10/04/2025	Eligible	N	Full-Time	1.0
1	3901583	10/23/2025	Declined Offer	N	Full-Time	1.0
1	50726898	12/09/2025	Eligible	N	Full-Time	1.0
2	12201511	10/23/2025	Eligible	N	Full-Time	1.0
2	28595024	10/04/2025	Declined Interview	N	Full-Time	1.0
2	35484459	10/04/2025	Declined Offer	Y	Full-Time	1.0
3	23313313	10/04/2025	Eligible	N	Full-Time	1.0



**Open and Promotional Eligibility List  
Coordinator, Educational Data**

<b>Rank</b>	<b>Person ID</b>	<b>Eligible Expiration Date</b>	<b>Status</b>	<b>Job Type</b>	<b>FTE</b>	<b>Number of Hours per Week</b>
1	62871828	12/10/2025	Eligible	Full-Time	1.0	40 hours/week
2	50882331	12/10/2025	Eligible	Full-Time	1.0	40 hours/week
3	62893599	12/10/2025	Eligible	Full-Time	1.0	40 hours/week
4	59308947	12/10/2025	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 65  
Number of applicants passed screening: 8  
Number of performance/written exam attendees: 6  
Number of oral exam attendees: 4



**Open and Promotional Eligibility List  
Manager, Career Technical Education Programs**

<b>Rank</b>	<b>Person ID</b>	<b>Eligible Expiration Date</b>	<b>Status</b>	<b>Job Type</b>	<b>FTE</b>	<b>Number of Hours per Week</b>
1	54501696	11/26/2025	Eligible	Full-Time	1.0	40 hours/week
2	59854587	11/26/2025	Eligible	Full-Time	1.0	40 hours/week
3	52878972	11/26/2025	Eligible	Full-Time	1.0	40 hours/week
4	49919289	11/26/2025	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 44

Number of applicants passed screening: 37

Number of performance/written exam attendees: 31

Number of oral exam attendees: 5



Open Continuous Eligibility List  
Paraeducator (Signing)

Rank	Person ID	Eligible Expiration Date	Status	Areas Willing to Accept Employment
1	61975358	11/13/2025	Eligible	SM/Orcutt



## *Personnel Commission*

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### **JOB DESCRIPTION**

#### **EARLY CARE AND EDUCATION PROVIDER SPECIALIST - DRAFT**

**Reports to:** Alternative Payment Program Management

**Division:** Student and Community Services

#### **Our ideal candidate**

You are a dependable, punctual, caring professional with well-developed communication skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with accuracy, by established deadlines. You are a continuous learner with the flexibility to adapt to evolving program guidelines and work methods. You are committed to providing the best service available to program participants and service providers.

#### **General description**

Under general supervision, enroll eligible child care providers in subsidized child care programs offered through the Santa Barbara County Education Office; coordinate onboarding of child care providers and ensure the completion of all required onboarding steps; facilitate accurate payment of providers; collaborate with other program staff to resolve problems or discrepancies and ensure smooth operation of program for participating providers and families.

#### **Specific duties and responsibilities**

- Interview prospective providers by phone or in-person; explain program rules, procedures, and eligibility; complete program forms; review license status for licensed providers to verify eligibility to participate in program; monitor providers' completion of required onboarding steps; obtain required documentation from providers according to provider type and care setting; notify other program staff when provider onboarding is complete in order to determine when care may start.
- Independently and in partnership with other agencies, maintain up-to-date physical and electronic files for each provider; maintain confidential information including records, files, notes, and verbal information; enter, update, and maintain data in a web-based payment system.
- Audit attendance logs submitted monthly (hard copies and electronic) by providers for each child cared for; verify accuracy of information and consistency with approved schedule; confirm that billed rates meet regional market rate set by state; track licensed provider closure dates and use of substitute providers when regular provider is unavailable; collaborate with other program staff to ensure timely and accurate payments to providers and to correct any errors that may occur.
- Support child care providers by phone and in-person with issues and questions including but not limited to completion of attendance logs, technical support for web-based system, invoicing, payment, closure dates, and reason for children's absences; advise providers on program requirements, procedures, and obligations for accurate payment.



**EARLY CARE AND EDUCATION PROVIDER SPECIALIST - DRAFT**

- Audit provider files periodically to ensure accuracy of provider information, including but not limited to name, address, hours of operation, tax classification, and change in family's use of their services; communicate changes to other team members; monitor license status as needed.
- Support maintenance of eligibility list as assigned.
- Stay up-to-date on program rules, requirements, and procedures.
- May provide general clerical support to the program, including but not limited to front desk coverage and answering and routing incoming calls to appropriate staff.
- Assist with periodic program evaluations by participating in internal audits of provider files and payment records.
- Represent SBCEO during community outreach events to promote services for families/providers.
- Support the onboarding and training of new staff, as assigned.
- Perform other related duties as assigned,

**Requirements**

Education: Possession of a high school diploma is required. Completion of 12 semester units of college coursework in business, public, or non-profit administration; social sciences, human services, or related field is preferred.

Experience: Two years of clerical or customer service experience in any setting or direct service experience in human or social services.

**Knowledge of:**

- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette
- Record-keeping practices
- Standard office productivity software applications, including email, word processing, spreadsheet, and videoconferencing programs
- Administrative procedures



**EARLY CARE AND EDUCATION PROVIDER SPECIALIST - DRAFT**

**Ability to:**

- Learn, apply, and explain rules, regulations, policies, and procedures related to the Alternative Payment Program
- Learn the functions, operations, policies, practices, and objectives of the County Education Office
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Listen actively to providers and clients to understand their needs, questions, and concerns
- Provide prompt, courteous, and effective support via phone, email, chat, or in person
- Organize work and set priorities
- Work with speed and accuracy
- Identify errors and discrepancies in order to pursue correction and resolution
- Resolve issues efficiently, accurately, and with a sense of urgency
- Review information and make appropriate decisions, within limits of authority
- Become proficient in the use of a complex web-based payment system
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material
- Maintain records and prepare reports, using computerized databases or manual data collection
- Represent SBCEO effectively with external parties, such as parents, service providers, and vendors
- Work independently and as part of a team
- Exercise tact, patience, and courtesy in interactions with others

**Licenses and certificates**

N/A

**Working conditions**

This classification is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. Incumbents are not typically exposed to significant safety hazards.

Occasional evening and weekend work may be offered. Occasional lifting of objects weighing up to 20 lbs.

**Series**

Early Care and Education



## *Personnel Commission*

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### JOB DESCRIPTION

#### **EARLY CARE AND EDUCATION PROVIDER SPECIALIST - DRAFT**

**Salary range 61**

*Approved by the Personnel Commission:*          June 26, 2025 (pending approval)

**Reprographics Supervisor  
Page 1**

**SANTA BARBARA COUNTY OFFICE OF EDUCATION  
Personnel Commission**

**CLASS TITLE: REPROGRAPHICS SUPERVISOR**

**BASIC FUNCTION:**

Under the direction of the director of communications, plan, coordinate and supervise the functioning of the print shop personnel, assuring the quality and timely delivery of printed materials. Responsible for continuous operation and maintenance of equipment, assuring the quality and timely completion of printed materials.

**REPRESENTATIVE DUTIES:**

1. Plan, coordinate, and supervise the operation of the print shop, serving as backup or securing backup for all staff functions.
2. Establish work schedules; assign priorities and appropriate processes of incoming work orders; coordinate schedules and time lines with users, and resolve problems.
3. Perform typesetting and composing work related to the production of various documents; provide recommendations regarding typestyle, formats, design, and paper stock.
4. Ensure that pre-press digital setup is conducted effectively.
5. Prepare and maintain production and inventory records and cost reports; prepare and maintain other reports, records, and files, as necessary.
6. Supervise, evaluate, and assist in the selection of assigned staff; train and provide work direction as needed.
7. Estimate job costs; compute and prepare charges; maintain production records and charge-back system.
8. Coordinate all jobs that are Aout-sourced@ to other print shops.
9. Complete all cost-accounting and reporting procedures for Fiscal Services, various departments and programs.
10. Assist in the recommendations of upgrade and purchasing of equipment.
11. Order and maintain supplies related to reprographics and the print shop.
12. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.  
Health and safety regulations.  
Statistical and financial record-keeping.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Principles and practices of supervision and training.  
Computerized office equipment.

## **Reprographics Supervisor**

### **Page 2**

Design and layout techniques.

Reprographics terminology and technical aspects of field of specialty.

Interpersonal relations skills using tact, patience and courtesy.

#### **ABILITY TO:**

Plan and organize work, meeting schedules and time lines.

Analyze situations accurately and adopt an effective course of action.

Train and supervise personnel.

Maintain records and prepare reports.

Make arithmetic calculations quickly and accurately.

Establish and maintain effective working relationships with others.

Estimate costs of time and materials used in reprographics.

Order and maintain stock and equipment.

Work independently with little direction.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and five years of increasingly responsible experience in the reprographics area and three years of experience in supervision.

#### **WORKING CONDITIONS:**

Duplicating Center environment.

APPROVED BY PERSONNEL COMMISSION:

December 17, 1992

REVISIONS APPROVED BY PERSONNEL COMMISSION:

July 22, 2004



*Personnel Commission*

JOB DESCRIPTION

**REPROGRAPHICS SUPERVISOR - DRAFT**

SANTA BARBARA COUNTY OFFICE OF EDUCATION  
Personnel Commission

**CLASS TITLE: REPROGRAPHICS SUPERVISOR**

**BASIC FUNCTION:**

**Reports to:** Director, Communications & Public Information Officer

**Division:** Superintendent's Office

**Our ideal candidate**

You are an innovative and collaborative professional with a proven ability to work on your own initiative and a keen eye for detail to ensure high-quality production. You can multitask in a high-volume environment. You have excellent communication skills and the ability to relate positively to others. You are committed to providing exceptional service to the Santa Barbara County Education Office, school districts, and other customers.

**General description**

Under the general direction of the director of communications, plan, coordinate, and supervise the functioning of the operations of a digital, multimedia print shop personnel, assuring; ensure the quality and timely delivery of printed materials. Responsible for continuous operation and maintenance of equipment, assuring the quality and timely completion of printed materials to internal and external customers; supervise print shop staff engaged in production and administrative support duties.

**REPRESENTATIVE DUTIES:**

**Specific duties and responsibilities**

1. Plan, and coordinate, and supervise the operation of the print shop, serving as backup or securing backup for all staff functions.
2. Establish work schedules print shop operations; assign priorities and appropriate processes for incoming work orders; schedule jobs, coordinate schedules and time lines with users, and timelines, resolve customer problems; order and maintain supplies.
- Provide recommendations to customers regarding fonts, formats, design, and paper stock and other print media; make recommendations related to design and media to help customers meet budgetary and timeline goals; estimate job costs.



*Personnel Commission*

**JOB DESCRIPTION**

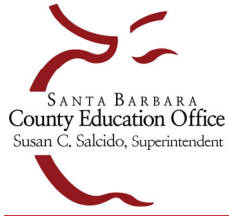
**REPROGRAPHICS SUPERVISOR - DRAFT**

- ~~3. — Perform typesetting design and composing layout work related to the production of various documents; provide recommendations regarding typestyle, formats, design, and paper stock.~~
- ~~4. ● Ensure that and other printed material; convert source documents to usable format for printing; perform pre-press digital setup is conducted effectively; operate copying, bindery, large-format printing equipment, and advanced digital tools; on behalf of customers, explain technical requirements and obtain quotes from commercial printers for outsourced jobs.~~
- ~~5. — Prepare and maintain production and inventory records and cost reports; prepare and maintain other reports, records, and files, as necessary.~~
  - Supervise, Set goals and establish work methods and practices related to sustainability and cost efficiency for print shop; calculate cost of orders and prepare charges; maintain production and inventory records and charge-back system; check status of accounts receivable and follow up with customers regarding outstanding balances; project print shop revenues and expenses in order to support Communications Department budget planning.
  - Regularly track relevant data and analytics related to production trends and outputs, and report on them to the Director, Communications.
- ~~6. ● Select, train, supervise, and evaluate, and assist in the selection of assigned staff; train make assignments and provide work direction as needed.~~
- ~~7. — Estimate job costs; compute Recommend upgrades and prepare charges; maintain production records and charge-back system.~~
- ~~8. — Coordinate all jobs that are Aout-sourced@ to other print shops.~~
- ~~9. — Complete all cost accounting and reporting procedures for Fiscal Services, various departments and programs.~~
- ~~10. ● — Assist in the recommendations of upgrade and purchasing purchases of equipment.~~

**Order Requirements**

A typical way to qualify for this classification would be:

Education: Possession of a high school diploma or GED is required. College or vocational



REPROGRAPHICS SUPERVISOR - DRAFT

coursework in printing, computer technology, or graphic design is desirable.

Experience: Three years of experience in a high-volume printing and maintain supplies related to reprographics operation, preferably including lead worker responsibility.

44. Equivalent combinations of training, education, and experience that provide the print shop required knowledge and abilities will also be considered.

**Knowledge of:**

- Digital printing equipment
- Copying and bindery equipment
- Reprographics terminology
- Principles and practices of budget administration

12. Design and layout techniques Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Financial record-keeping practices
- Modern office practices, procedures, and equipment
- Health Standard office productivity software applications
- Telephone and safety regulations, email etiquette

Statistical and financial record-keeping.

- Correct Standard English usage, grammar, spelling, punctuation, and vocabulary.
- Oral Arithmetic, including percentages and fractions

**Ability to:**

- Plan, organize, and prioritize work of self and others
- Operate printing and bindery equipment and use pre-press software



REPROGRAPHICS SUPERVISOR - DRAFT

- Order and maintain stock and equipment
- Make accurate arithmetic calculations
- Estimate cost of time and materials used in reprographics
- Complete work within estimated cost
- Achieve proficiency in use of SBCEO administrative systems, including financial system
- Understand and follow oral and written communication skills, directions
- Communicate effectively both orally and in writing

Establish and maintain effective working relationships with others~~Principles and practices of supervision and training.~~

~~Computerized office equipment.~~

~~Design and layout techniques.~~

~~Reprographics terminology and technical aspects of field of specialty.~~

~~Interpersonal relations using tact, patience and courtesy.~~

**ABILITY TO:**

- Plan and organize work, meeting
- Meet schedules and time lines, deadlines
- Maintain records and prepare reports
- Analyze situations accurately and adopt an effective course of action.

~~Train and supervise personnel.~~

~~Maintain records and prepare reports.~~

~~Make arithmetic calculations quickly and accurately.~~

~~Establish and maintain effective working relationships with others.~~

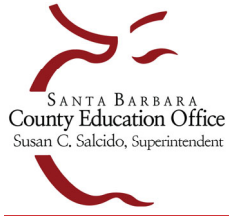
~~Estimate costs of time and materials used in reprographics.~~

~~Order and maintain stock and equipment.~~

- Work independently with little and as part of a team
- Learn to identify opportunities and implement strategies for continuous improvement
- Exercise tact, patience, and courtesy in interactions with others
- Learn and apply supervisory practices, including training and providing work direction to others

~~Work confidentially with discretion.~~

- Develop a working knowledge of SBCEO's operations, systems, and policies.
- Maintain financial records
- Learn and apply administrative procedures
- Learn and follow health and safety regulations related to print shop operations
- Use online ordering systems
- Learn and follow sustainability practices



**Personnel Commission**

**JOB DESCRIPTION**

**REPROGRAPHICS SUPERVISOR - DRAFT**

**Licenses and certificates**

N/A

**Working conditions**

Some of the work of this classification is performed while sitting at a desk and involves the use of computers, telephones, and other office equipment. The work also involves extensive operation of digital printing, copying, and bindery equipment. Some duties may require the ability to lift objects weighing up to 50 pounds. This classification is exposed to loud machine noise and heat generated by equipment.

The Reprographics Supervisor works in a semi-private office environment and the print shop. Work is usually performed indoors. Noise levels in the office are usually low or moderate; noise levels may be elevated in the print shop. Privacy may be limited, and interruptions may be frequent.

**Series**

Media and Design

**Salary range 77**

Approved by the Personnel Commission: December 17, 1992  
Revised: July 22, 2004  
Revised: June 26, 2025 (pending approval)

~~Communicate effectively both orally and in writing.~~

**EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to: graduation from high school and five years of increasingly responsible experience in the reprographics area and three years of experience in supervision.~~

**WORKING CONDITIONS:**

~~Duplicating Center environment.~~

~~APPROVED BY PERSONNEL COMMISSION: December 17, 1992~~  
~~REVISIONS APPROVED BY PERSONNEL COMMISSION: July 22, 2004~~



## *Personnel Commission*

### JOB DESCRIPTION

#### **REPROGRAPHICS SUPERVISOR - DRAFT**

**Reports to:** Director, Communications & Public Information Officer

**Division:** Superintendent's Office

#### **Our ideal candidate**

You are an innovative and collaborative professional with a proven ability to work on your own initiative and a keen eye for detail to ensure high-quality production. You can multitask in a high-volume environment. You have excellent communication skills and the ability to relate positively to others. You are committed to providing exceptional service to the Santa Barbara County Education Office, school districts, and other customers.

#### **General description**

Under general direction: plan, coordinate, and perform the operations of a digital, multimedia print shop; ensure the quality and timely delivery of printed materials to internal and external customers; supervise print shop staff engaged in production and administrative support duties.

#### **Specific duties and responsibilities**

- Plan and coordinate print shop operations; assign priorities and appropriate processes for incoming work orders; schedule jobs, coordinate schedules and timelines, resolve customer problems; order and maintain supplies.
- Provide recommendations to customers regarding fonts, formats, design, and paper stock and other print media; make recommendations related to design and media to help customers meet budgetary and timeline goals; estimate job costs.
- Perform design and layout work related to the production of documents and other printed material; convert source documents to usable format for printing; perform pre-press digital setup; operate copying, bindery, large-format printing equipment, and advanced digital tools; on behalf of customers, explain technical requirements and obtain quotes from commercial printers for outsourced jobs.
- Set goals and establish work methods and practices related to sustainability and cost efficiency for print shop; calculate cost of orders and prepare charges; maintain production and inventory records and charge-back system; check status of accounts receivable and follow up with customers regarding outstanding balances; project print shop revenues and expenses in order to support Communications Department budget planning.
- Regularly track relevant data and analytics related to production trends and outputs, and report on them to the Director, Communications.
- Select, train, supervise, and evaluate assigned staff; make assignments and provide work direction as needed.



**REPROGRAPHICS SUPERVISOR - DRAFT**

- Recommend upgrades and purchases of equipment.

**Requirements**

A typical way to qualify for this classification would be:

Education: Possession of a high school diploma or GED is required. College or vocational coursework in printing, computer technology, or graphic design is desirable.

Experience: Three years of experience in a high-volume printing and reprographics operation, preferably including lead worker responsibility.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

**Knowledge of:**

- Digital printing equipment
- Copying and bindery equipment
- Reprographics terminology
- Principles and practices of budget administration
- Design and layout techniques
- Financial record-keeping practices
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette
- Standard English usage, grammar, spelling, punctuation, and vocabulary
- Arithmetic, including percentages and fractions

**Ability to:**

- Plan, organize, and prioritize work of self and others
- Operate printing and bindery equipment and use pre-press software
- Order and maintain stock and equipment
- Make accurate arithmetic calculations
- Estimate cost of time and materials used in reprographics
- Complete work within estimated cost
- Achieve proficiency in use of SBCEO administrative systems, including financial system
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain records and prepare reports



**REPROGRAPHICS SUPERVISOR - DRAFT**

- Analyze situations accurately and adopt an effective course of action
- Work independently and as part of a team
- Learn to identify opportunities and implement strategies for continuous improvement
- Exercise tact, patience, and courtesy in interactions with others
- Learn and apply supervisory practices, including training and providing work direction to others
- Develop a working knowledge of SBCEO's operations, systems, and policies.
- Maintain financial records
- Learn and apply administrative procedures
- Learn and follow health and safety regulations related to print shop operations
- Use online ordering systems
- Learn and follow sustainability practices

**Licenses and certificates**

N/A

**Working conditions**

Some of the work of this classification is performed while sitting at a desk and involves the use of computers, telephones, and other office equipment. The work also involves extensive operation of digital printing, copying, and bindery equipment. Some duties may require the ability to lift objects weighing up to 50 pounds. This classification is exposed to loud machine noise and heat generated by equipment.

The Reprographics Supervisor works in a semi-private office environment and the print shop. Work is usually performed indoors. Noise levels in the office are usually low or moderate; noise levels may be elevated in the print shop. Privacy may be limited, and interruptions may be frequent.

**Series**

Media and Design

**Salary range 77**

<i>Approved by the Personnel Commission:</i>	December 17, 1992
<i>Revised:</i>	July 22, 2004
<i>Revised:</i>	June 26, 2025 (pending approval)



SANTA BARBARA COUNTY EDUCATION OFFICE  
Personnel Commission

**Manager, Communication Strategies**

**Basic Function**

Plans, coordinates, and implements public outreach, involvement, and recognition programs that advance educational and community engagement initiatives and partnerships. The Manager, Communications Strategies is a managerial professional position, carrying with it leadership breadth by virtue of its role in projects, events, community outreach done on an independent basis, and site-based oversight of the facility. The Manager requires competency in and the ability to use self-starting human relations skills to initiate contact with education, business, local government, and community-based agencies. The Manager also requires the ability to supervise internal accountabilities such as office services.

**Essential Duties and Responsibilities**

- Develops target audiences. Recommends communications and involvement approaches and materials consistent with the goals of the county office, its programs, and how it can support education.
- Designs collaborative processes that engage the community in understanding current issues and provides opportunities for collaborative discussion, feedback and decision-making.
- Participates in public relations, information and outreach programs, including news about projects, programs and services. Participates in activities that advance the public image and stature in the communities served by the county office.
- Represents and promotes the interests of the county office. Serves as a liaison and representative of the Superintendent with local events, groups and individuals.
- Evaluates the effectiveness of outreach, communications, and school/community involvement activities and makes or recommends for changes.
- Coordinates and integrates services and activities with staff and other organizations. Develops program partnerships, where applicable, with external agencies and organizations. Leads, facilitates and participates in multi-agency efforts.
- Assists the Superintendent and/or designee by contributing to press releases, newsletters, public service announcements, and other media materials on that introduce and convey the county office to its internal and external publics.
- Organizes and facilitates school-to-business and community events such as principal for the day and fundraising projects. Designs, prepares, and distributes communications materials. Secures participation and may host events.
- Oversees and coordinates administrative services for a county office campus, to include facilities, emergency preparedness, and support services.

- Works with and may facilitate projects with local government, public safety, and other agencies to develop interagency roles and responsibilities.
- Recruits, organizes, trains and assigns volunteer workers to projects, programs, and special events.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

The position requires specialized knowledge of the principles, methods and practices applied in design and implementation of community outreach, public involvement, collaborative processes, marketing and consensus building programs and activities. Requires specialized knowledge of the principles, practices, tools and techniques of program and project planning and management including goal setting, identifying audiences, program and work plan development and implementation. Requires knowledge of the methods and techniques used in citizen involvement and external communications. Requires sufficient knowledge of personal computer operations to access and apply common office productivity software and specialized programs such as presentation graphics and desktop publishing. Requires well-developed human relations skill to conduct persuasive formal presentations to diverse audiences, facilitate small group processes, present ideas clearly, receive feedback, resolve conflict, and convey technical concepts to others. Requires knowledge of facilities management including scheduling of employees, issuance of keys, security monitoring, and establishing a welcoming service environment. Requires working knowledge of up-to-date emergency preparedness including team management, supplies, employee certification, and collaborative efforts toward efficiency.

### **Abilities**

Requires the ability to carry out the objectives of the position. Requires the ability to plan, organize, manage, direct and implement a variety of complex community outreach and involvement program functions and activities to achieve program goals and objectives. Requires the ability to analyze complex program, administrative, operational and organizational objectives and issues. Requires the ability to receive and evaluate community input and develop alternative, logical, fact-based conclusions and recommendations. Requires the ability to coordinate program activities with multiple stakeholders and facilitate development of partnerships and multi-agency agreements. Requires the ability to organize and implement communications campaigns. Requires the ability to work cooperatively with all age populations. Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Office and its services. Requires the ability to travel to various city locations and work evenings and weekends. Requires the ability to manage groups of individuals to ensure facilities are operational, secure, and safe.

### **Physical Abilities**

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office and remote locations. Requires auditory ability to project voice to large audiences and carry on ordinary and telephonic conversations. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe audiences. Requires manual and finger dexterity to write and to operate microcomputers

and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations.

**Education and Experience**

The position typically requires a Bachelor’s degree in marketing communications, journalism, or related field and five years of progressive experience in public and community relations.

**Licenses and Certificates**

Requires a valid driver’s license.

**Working Conditions**

Work is performed indoors where minimal safety considerations exist.

Approved: July 21, 1991  
Revised: December 17, 1992  
February 25, 1999  
March 28, 2002  
June 25, 2014