Fullerton School District
Classified Personnel
Management M4

PROJECT LIAISON

JOB SUMMARY

Under general supervision of an Administrator, plans, organizes, implements work activities of assigned projects, programs, and/or events; serves as a liaison between the department and other stakeholders involved in the projects, programs, and/or events; creates and updates materials and resources involving technology use; composes and prepares written materials for dissemination.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other classes such that the Project Liaison serves as a liaison between the department and involved stakeholders related to assigned projects, programs, and/or events. In addition, a job incumbent creates, updates, and prepares media artifacts, written materials and reports, online resources, and other marketing and public relations materials for assigned projects, programs, and/or events.

SUPERVISION RECEIVED AND EXERCISED

An Administrator provides general supervision to job incumbents in this class. Job incumbents do not exercise direct supervision of staff. They may provide work direction to other clerical personnel.

EXAMPLES OF DUTIES- Duties may include, but are not limited to, the following:

- Plans, organizes, and implements work activities of assigned projects, programs, and/or events
- Serves as a liaison between the department and involved stakeholders related to assigned projects, programs, and/or events
- Creates, updates, and prepares media artifacts, written materials and reports, online resources, and other marketing and public relations materials for assigned projects, programs, and/or events.
- Participates in the outreach to schools, community partners, and other stakeholders to increase participation and support
- Gathers, maintains, tracks, and monitors records, data, information, and resources related to assigned projects, programs, and/or events
- Participates in the establishment of goals and objectives related to the assigned projects, programs, and/or events
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: A bachelor's degree in a field related to the knowledge and abilities requirements of this classification from an institute of higher learning recognized by the Council of Higher Education Accreditation is required.

Experience: Two years of paid project management experience, involving creating media artifacts and online resources and composing written materials related to marketing and public relations for dissemination for school-aged educational services; and planning, coordination, and implementation of work activities for school-aged educational services.

Special Information: Some positions in this classification may require specialized knowledge and experience related to the assigned programs or departments.

Knowledge of: Practices and techniques of planning and organizations; principles, practices, and techniques of project management; proper English usage, grammar, punctuation; current social media; current office computer software programs; community of Fullerton; school-age educational programs; basic statistics and mathematics.

Ability to: effectively work in a team environment; maintain confidentiality of information; effectively communicate orally and in writing; appropriately disseminate information to others; keep appropriate personnel informed of project progress; use intermediate and advanced functions of office computer software programs (e.g., Microsoft Office); use computer technology and other media to effectively complete assigned tasks; learn to use new computer software programs or systems; determine potential issues; locate sources for relevant information; generate available options; logically make decisions within given authority; take initiative; effectively manage multiple projects to ensure completion within set timelines; use proper English, grammar, punctuation; compose and prepare written materials for dissemination; effectively build and maintain working relationships with others; effectively handle work stress. Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License: A valid California driver's license and the availability of private transportation or the ability to obtain transportation between job sites is required.

PHYSICAL STANDARDS:

The work environment and physical demands of this classification as described below are representative of those that must be met by job incumbents to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary depending on specialized department assignment.

Work Environment:

While performing the duties of this class, the employees work in several environments and travel in a personal vehicle to various sites; makes contact and effectively communicate with staff, students, parents, and the public is constant and essential. Interactions with others and the nature of the interactions are likely to create stressful work environments at times. The noise level is moderate.

Physical Demands:

This classification requires walking, sitting, standing for extended periods. Job incumbents in this class are required to balance, stoop, kneel, bend, crouch; and the ability to accurately perceive sound, normal near and far vision, depth perception, handling and working with computers, office machines and equipment, materials and objects. Incumbents may lift up to 50 pounds unassisted.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The employees in this class perform additional duties beyond information listed in this job description.

Personnel Action	Personnel Action Date
Approved by the Personnel Commission:	June 30, 2014
Revised by the Personnel Commission	May 18, 2015