

Assistant Special Projects Manager

Diversity, Equity, Inclusion & Belonging Vision Statement: At the Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Assistant Special Projects Manager is done for the purpose/s of coordinating assigned projects and related activities under the direction of an administrator; providing information and assisting others with complex projects; and implementing and managing projects within established guidelines and standards

Essential Functions

- Assists with coordinating project components (e.g. negotiating contracts under revision with vendors, reserving space, etc.) for the purpose of meeting county and/or grant/program guidelines.
- Assists with developing and facilitating project procedures (e.g. scheduling, record keeping, etc.) for the purpose of identifying issues, developing recommendations, and supporting Projects Manager.
- Collaborates with others (e.g. county, district, and school personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Conducts research, reviews, analyzes, and evaluates data, proposals and reports for the purpose of resolving project challenges.
- Creates a variety of manual and electronic data (e.g. files, charts, records, etc.) for the purpose of providing stakeholders with current reference compliant with regulatory requirements and established guidelines.
- Manages one or more special projects for the purpose of achieving outcomes in relation to organizational objectives.
- Participates in, and/or facilitates, meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of project-mandated reports (e.g. data, charts, documents, etc.) for the purpose of providing organized results to manager and/or stakeholders.
- Provides assistance and support to supervisor and/or educational partners for the purpose of ensuring the efficient and effective functioning of the work unit.

Other Functions

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

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; county policies and procedures; and knowledge of community resources.

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; organized, willingness to learn any pertinent software applications; written and oral communication skills; and preparing and maintaining accurate records.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, 5% standing. This job is performed in a generally clean and healthy environment.

Experience:	Job related experience with increasing levels of responsibility is required in public administration or related field with 4 or more years of successful work experience of increasing responsibility.
Education:	Bachelor's degree in job related area with an emphasis in public administration, education, business or a closely related field.
Equivalency:	Additional equivalent experience may be substituted for college education year for year.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ./Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Pay Grade

Revised Date