



SJCOE
EDUCATE · INNOVATE · INSPIRE

Job Description

POSITION TITLE: Program Manager III, Policy Analyst and SJCOE Initiatives Office of the Superintendent **JD#6358**

SALARY PLACEMENT: Management Salary Schedule Range 10

SUMMARY OF POSITION:

Under the direction of the Administrative Services Director, independently perform a wide variety of complex and responsible duties, has extensive dealings with program managers and assists with administrative and technical details and analytical review in creating, updating, and maintaining Superintendent Policies, Administrative Regulations, and Board Bylaws to ensure compliance with California Education Code, Government Code, and other applicable state and federal requirements. Process, track, and maintain requests for California Public Records Act requests in accordance with Government Code. Assists in the coordination of a variety of San Joaquin County Office of Education (SJCOE) initiative projects. Performs related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Possess an Associate of Arts Degree with a concentration in Business Administration, or equivalent experience working in a school district or county office of education may be substituted for degree requirement.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Experience working in a school district or county office of education. Five years of experience of increasing clerical support in an educational environment. Knowledge of California Education Code.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- California Education Code, Government Code, and Elections Code
- assigned software
- modern office practices, procedures, and equipment
- record keeping techniques
- proper English usage, spelling, grammar, and punctuation

Ability to:

- oversee confidential and sensitive information with discretion and professionalism
- carry out oral and written directions
- operate a computer
- make decisions independently
- communicate effectively, establish, and maintain cooperative working relationships
- interpret, explain, and apply Superintendent Policies, Administrative Regulations, and Board Bylaws
- prepare correspondence accurately and independently
- plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines
- maintain accurate records and files
- effectively manage projects
- coordinate and conduct meetings and trainings
- be flexible and receptive to change

Possess:

- advanced computer skills (including Microsoft Suite, Google Suite, electronic email and calendars, spreadsheets, word processing, and databases)
- experience in business procedures and applications
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy, insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Establish and maintain a variety of recordkeeping/tracking systems and prepare related reports and presentations.
14. Process state and federal reports for San Joaquin County Office of Education.
15. Assist in researching, creating, and/or updating superintendent policies, administrative regulations, and board bylaws.
16. Assist in researching, creating, updating, and cataloging a variety of employee, department, and/or student handbooks.
17. Understand, interpret, and apply established rules, procedures, policies, and operations of program systems.
18. Receive, review, and verify documents, records, and forms for accuracy, completeness and conformance to applicable rules, regulations, policies, and procedures. Process documents in compliance with established policies and procedures.
19. Respond to administrative, program, state, and federal, and other related inquiries on behalf of administration.
20. Process, track, and maintain California Public Records Act requests in accordance with Government Code.
21. Knowledge of correct English usage, spelling, grammar, and punctuation.
22. Assist in the coordination of SJCOE initiative projects.
23. Performs all other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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