

Assistant Special Projects Manager - Health, Safety, and Support

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 - Health, Safety, and Support is done for the purpose/s of coordinating assigned projects, grants, reimbursement initiatives, and related activities under the direction of an administrator; supporting data collection and analysis, reporting, compliance monitoring, and program implementation efforts; and assisting with the implementation and management of projects within established guidelines and standards.

Essential Functions

- Assists with coordinating project components, data collection activities, reporting requirements, and reimbursement-related initiatives for the purpose of supporting county, state, and grant-funded programs and ensuring compliance with applicable requirements.
- Assists with developing and implementing project procedures, workflows, data management practices, and reporting processes for the purpose of supporting program implementation, compliance monitoring, reimbursement activities, and continuous improvement efforts.
- Collaborates with county, district, school, community, vendor, and agency personnel for the purpose of implementing, monitoring, and maintaining programs, services, grants, and reimbursement initiatives.
- Collects, analyzes, monitors, and summarizes program, reimbursement, utilization, grant, and performance data for the purpose of identifying trends, supporting program operations, monitoring outcomes, and meeting reporting requirements.
- Conducts data quality reviews and compliance monitoring activities for the purpose of identifying incomplete, inaccurate, or missing documentation and supporting audit readiness, reimbursement integrity, and program effectiveness.
- Coordinates and supports one or more special projects, grants, reimbursement initiatives, or countywide programs for the purpose of achieving organizational objectives and supporting program implementation and sustainability.
- Develops and maintains reports, dashboards, spreadsheets, charts, tables, databases, and other data management tools for the purpose of monitoring program performance, reimbursement activities, grant objectives, and key performance indicators.
- Prepares and maintains a variety of project, grant, reimbursement, compliance, utilization, and performance reports for the purpose of providing management, funding agencies, and stakeholders with timely and accurate information.
- Provides assistance and support to supervisors, educational partners, and program staff for the purpose of supporting project implementation, grant management, reporting requirements, reimbursement activities, and the efficient operation of assigned programs.
- Provides technical assistance, training, and support to school districts, community partners, and program staff regarding data collection, documentation requirements, reporting procedures, and reimbursement-related activities for the purpose of conveying and/or gathering information required to perform functions and implement programs.

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 and reporting requirements; data collection; recordkeeping, and reporting practices, 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; utilizing spreadsheet, database, and reporting software; planning and managing projects; demonstrating organization; attention to detail; the 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 effectively with diverse groups; organizing and prioritizing multiple assignments; building collaborative relationships; maintaining attention to detail and accuracy; meeting reporting timelines; and working effectively with frequent 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 program administration, grants management, data analysis, public administration, education, healthcare administration, or related field with 4 or more years of successful work experience. Experience working with large datasets and reporting systems is desired.
Education:	Bachelor's degree in job related area with an emphasis in public administration, education, business administration, data analytics, information systems, healthcare administration, accounting, social sciences, or a closely related field.
Equivalency:	Additional equivalent experience may be substituted for college education year for year.

Required Testing

Certificates and Licenses

Pre-Employment Proficiency Test

None Specified

Continuing Educ./Training

Clearances

Mandated Reporter Training Certificate

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

FLSA Status

Approval Date

Pay Grade

Exempt

Revised Date