



Job Description

POSITION TITLE:	Coordinator II, Project and Event Management Services	JD#6375
	CodeStack	
	Professional Learning and Support	
SALARY PLACEMENT:	Management Salary Schedule	
	Range 12	

SUMMARY OF POSITION:

Under the general direction of the CodeStack Division Director – Support Services, plan, organize, direct, and evaluate the operational activities of assigned programs, statewide initiatives, customer support services, project delivery functions, and special events. Provide leadership for multiple cross-functional teams responsible for project management, customer support, quality assurance, compliance, operational planning, contract administration, event management, and continuous process improvement. Develop and implement operational strategies, establish departmental goals and performance measures, oversee daily operations, prioritize operational workload, and allocate resources. Direct planning, coordination, logistics, budgeting, vendor management, and successful execution of statewide conferences, professional development events, executive meetings, and stakeholder engagements.

MINIMUM QUALIFICATIONS- EDUCATION AND/OR TRAINING:

Possess a Bachelor of Arts/Science Degree or comparable combination of experience, education, and training in information technology or three years in project and/or event management may be considered.

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

Five years of experience working in any functional and/or systems requirements, technical and/or client services fields, with at least three years of experience in educational setting. Experience with student information systems used in state educational agencies. Experience in contracts, procurement, and vendor performance. Experience with various software products used for analysis, data integration, and reporting. Five years of varied and progressively responsible experience involving project or event management and customer support for statewide projects or events.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection
- continuous process improvement
- public sector procurement practices
- operational planning

Ability to:

- supervise, lead, and evaluate staff
- delegate and hold accountable those responsible for carrying out the policies and procedures
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures

- manage data for various state agencies
- exercise sound independent judgment on complex operational issues
- resolve complex personnel and customer issues
- manage competing organizational priorities
- negotiate and administer vendor agreements

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- 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.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or
2. staff.
Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences 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. Develop milestones, timelines, and assign tasks to project/system team.
14. Provide operational leadership for customer support, quality assurance, clerical, project management, and technical support teams while ensuring service excellence and accountability.
15. Review work of staff assigned to the project; train other staff as required.
16. Provide leadership for planning, coordination, budgeting, logistics, implementation, and evaluation of statewide conferences, professional development events, executive meetings, workshops, and stakeholder engagement activities.
17. Direct organizational resource planning, staffing, workload balancing, operational priorities, and project assignments across multiple concurrent programs, contracts, and statewide initiatives.
18. Establish standards for change and requirement management communication and engagement with program stakeholders including various California agencies with a focus in Education.
19. Establish operational performance measures, monitor organizational effectiveness, analyze service metrics, and implement continuous improvement strategies.
20. Develop, review, negotiate, administer, and monitor contracts, requests for proposals (RFP's), scopes of work, amendments, and vendor performance to ensure compliance and successful service delivery.
21. Develop, negotiate, administer, monitor, and evaluate contracts, scopes of work, procurement activities, amendments, and vendor performance to ensure compliance with organizational policies, funding requirements, and applicable laws and regulations.
22. Provide leadership in the development and implementation of operational procedures, service standards, and continuous improvement initiatives to enhance organizational effectiveness.

23. Lead cross-functional operational teams responsible for project delivery, customer support, quality assurance, event management, contract administration, and business operations.
24. Perform other related duties as assigned.

PHYSICAL REQUIREMENT:

Employees in this position must be able to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without visual aids.
5. Speak so that others may understand at normal levels to small or large groups, 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 in an educational and standard office environment. Employees may come in direct contact with parents, SJCOE and school district staff, outside agency staff and the public.

7/113/2026 final sc