CLASS TITLE: PROJECT SPECIALIST TECHNICIAN-Comprehensive Health and Prevention Programs

BASIC FUNCTION:
Under the leadership of the Director of Comprehensive Health and Prevention Programs (CHPP), coordinate and facilitate a variety of special project activities, including but not limited to: State and Federal programming, including Technical Assistance and Professional Development and meetings for program staff and collaborative partners.

REPRESENTATIVE DUTIES:
Assist and participate in organizing a variety of special project activities and operations. E

Provide on-site technical assistance and site visitations as needed and directed by supervisor. E

Provide advanced clerical/technical support in the research and development of grant funding proposals; evaluate project components; and assist with monitoring grant requirements. E

Maintain required documentation of project services, activities, accomplishments and program records for ongoing data collection and evaluation report writing. E

Monitor budget expenditures, budget and project modifications, project claim invoices, and contracts. E

Assist with establishing timelines assuring that state, federal, and local educational agency project requirements are fulfilled. E

Maintain a calendar of events and communicate to stakeholders a variety of regularly scheduled meetings and workshops. E

Prepare and maintain records and reports related to assigned special projects. E

Operate a variety of office equipment. E

Perform related duties as assigned. E

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Current state/federal program qualifications and requirements for grants. Contract and budgeting. Confidential record-keeping techniques. Applicable sections of the State Education Code and other applicable laws, rules, and regulations related to assigned special projects and activities. Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students and families. Policies and objectives of assigned special projects and activities. Technical aspects of the special project areas.
Record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Word processing, spreadsheet, and database software applications used by VCOE.
Telephone techniques and etiquette.

ABILITY TO:
Assist and participate in developing plans to organize and conduct a variety of special project activities and operations.
Assist with research and development of grant funding proposals.
Read, analyze, understand, explain, and implement technical information related to assigned special projects.
Review documents to determine completeness and applicability to state/federal/local requirements.
Use independent judgment requiring accuracy of questions involving grant requirements.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Deal effectively with a wide variety of personalities and situations requiring diplomacy and tact.
Compile and maintain accurate and complete accounting records.
Learn, apply and explain policies, procedures, rules and regulations.
Use proper English and make arithmetical calculations rapidly and accurately.
Understand and carry out oral and written directions.
Meet schedules and time lines.
Operate computers and related software applications.
Communicate effectively both orally and in writing.
Type 40 wpm from clear copy.

EDUCATION AND EXPERIENCE:

Bachelor’s degree preferred, or any combination equivalent to: graduation from high school and three years progressive experience in special projects with increasing financial responsibility and record-keeping.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Is subject to inside environmental conditions; may be required to work at a video display terminal for prolonged periods.; subject to driving to conduct work; may be required to use personal vehicle in the course of employment; may be required to attend periodic Saturday or evening meetings, and travel within and out of county boundaries to attend meetings.

PHYSICAL ABILITIES:
Require vision (which may be corrected) to read small print, require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may be required, perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.