CLASS TITLE: PROJECT SPECIALIST – FRIDAY NIGHT LIVE

BASIC FUNCTION:
Under the direction of an assigned Director, conduct a variety of special project activities and operations to carry out the work of the Friday Night Live/Club Live (FNL/CL) project as described in the contract with Ventura County Behavioral Health Alcohol and Drug Services. The Project Specialist works in collaboration with a variety of school district staff, community organizations and agencies to develop, implement and support FNL/CL goals and activities. All project activities will be in alignment with state-wide FNL/CL Standards of Practice and a youth development model.

DISTINGUISHING CHARACTERISTICS:
The Project Specialist – Friday Night Live incumbents assist with various phases of special projects and may coordinate smaller or less-complex projects. Incumbents plan, design, establish timelines, participate in budget development, participate in a variety of state and local organizations and assure that project requirements are fulfilled.

REPRESENTATIVE DUTIES:
Assist and participate in developing plans to organize, coordinate and conduct a variety of special project activities and operations; develop and implement federal and State-funded special projects to assist in carrying out the goals of the Friday Night Live/Club project;

Assist with programs, activities, and efforts to comply with State and federal laws to meet funding requirements;

Assist with the research and development of grant funding proposals; evaluate project components and estimate funding requirements; assist with administering, coordinating, and monitoring grant activities and budgets in compliance with RFPs;

Prepare and maintain records and reports related to assigned special projects and related activities; prepare periodic State reports as required; attend conferences, meetings and workshops as required;

Complete tasks and projects under the guidance of the Director, Health Programs; prepare for various meeting presentations; coordinate special meetings and workshops; participate in appropriate committees; and network with multiple community members, organizations and agencies;

Operate a variety of office equipment, including a microcomputer, typewriter, VCR, and copier;

Operate a motor vehicle to visit various sites within the County to conduct work;
Prepare and present various skill-building trainings and workshops for participating FNL students (grades 5-12) and /or their adult advisors; and

Perform related duties as assigned. 

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Word processing, spreadsheet, and database software applications used by VCOE;
Applicable sections of the State Education Code and other applicable laws, rules, and regulations related to assigned special projects and activities;
Policies and objectives of assigned special projects and activities;
Interpersonal skills using tact, patience and courtesy;
Research methods and report writing techniques;
Technical aspects of the special projects area;
Basic budget preparation and control;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of participating students and families;
Operation of a computer terminal and data entry techniques; and
Record-keeping techniques.

**ABILITY TO:**
Assist and participate in developing plans to organize, coordinate, and conduct a variety of special project activities and operations;
Plan, organize, coordinate, and present components of school and community related presentations;
Assist with the research and development of grant funding proposals;
Troubleshoot and solve project issues and problems;
Read, analyze, understand, explain, and implement technical information related to assigned special projects;
Work on multiple projects;
Operate computers and related software applications;
Communicate effectively both orally and in writing;
Learn, apply and explain policies, procedures, rules and regulations;
Maintain current knowledge of program rules, regulations, requirements and restrictions; and
Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**
Any combination equivalent to: bachelor’s degree in one of the social sciences, vocational education, public administration, business administration or related field and two years social projects and services experience.

**LICENSES AND OTHER REQUIREMENTS:**
Valid California driver’s license
WORKING CONDITIONS:
ENVIRONMENT:
Subject to inside environmental conditions;
Subject to driving to conduct work; and
May be required to use personal vehicle in the course of employment.

PHYSICAL ABILITIES:
Requires vision (which may be corrected) to read small print;
Sitting for extended periods of time;
Seeing to drive;
Speaking and hearing to communicate with others;
Reaching to maintain and retrieve items;
Ambulate oneself from site to site;
Dexterity of hands and fingers to operate a computer keyboard; and
Lifting, pushing and/or pulling of objects weighing up to 50 pounds.

Should an applicant require a reasonable accommodation, the Ventura County Office of Education will consider that upon request.