CLASS TITLE: PROJECT SPECIALIST: Comprehensive Health and Prevention Programs (CHPP)

BASIC FUNCTION:
Under the direction of Director, Comprehensive Health & Prevention Programs, the Project Specialist will conduct a variety of special projects. The Project Specialist works in collaboration with a variety of school district staff, community organizations and agencies to develop, implement and support Ventura County Office of Education (VCOE) goals, activities, and a youth development model.

DISTINGUISHING CHARACTERISTICS:
The Project Specialist incumbents assist with various phases of special projects activities related to school health, alcohol, tobacco and other drugs (ATOD), mental health, and school safety. Incumbents plan, design, and implement trainings, 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 local, federal and State-funded special projects; 

Coordinate smaller or less-complex projects independently; 

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 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 and audio-visual equipment; 

Operate a motor vehicle to visit various sites within the County to conduct work; 

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Prepare and present various skill-building trainings and workshops; and

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Current prevention practices of health, ATOD, mental health.
- 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.
- Experience in ATOD, health, or mental health related field is desired.

**LICENSES AND OTHER REQUIREMENTS:**
- Valid California driver’s license
WORKING CONDITIONS:
ENVIRONMENT:
Subject to inside environmental conditions;
Subject to driving to conduct work; and
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.