CLASS TITLE: PROJECT SPECIALIST- CAREER EDUCATION

BASIC FUNCTION:
Under the direction of an assigned Director and under the supervision of an assigned project administrator, conduct a variety of special project activities and operations to assist career education related projects including but not limited to planning professional development, coordinating calendar, and providing logistical support for a variety of events and meetings.

DISTINGUISHING CHARACTERISTICS:
The Project Specialist - assists with various phases of special projects and may coordinate smaller or less-complex projects. Incumbents plan, design, establish timelines, participate in budget development, participated 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 mission of the Career Education Center, VC Innovates initiatives, and other related career education project work; E

Complete tasks and projects to support the VC Innovates projects, assist in meeting preparations, coordinate special meetings and workshops; participate in Council committees; and network with multiple community members, organizations and agencies; E

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

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

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

Operate a variety of office equipment, including a microcomputer, typewriter, VCR/DVR and copier; operate a motor vehicle to visit various sites within the County to conduct work; E and

Perform related duties as assigned. E

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 project areas;
Basic budget preparation and control;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of child care providers and customers;
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, and coordinate components of multiple special projects;
Assist with 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:
Require 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;
Bending, pulling, pushing, and reaching to maintain and retrieve records;
Walking to arrive at various meeting sites, and
Dexterity of hands and fingers to operate computer keyboard.

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