

TEHAMA COUNTY DEPARTMENT OF EDUCATION

PROJECT SPECIALIST II

DEFINITION:

Under minimal supervision of the Administrator of the Department, the Project Specialist II will professionally represent and carry out the program vision and expectations. This position will perform a variety of responsible and complex coordination, technical, bookkeeping, reporting and secretarial duties in support of the supervisor.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Maintains confidentiality.
- Responsible for a variety of technical and complex secretarial and coordination tasks without supervision.
- Use a client-centered approach to all telephone and electronic conversations, giving information and responses not requiring the attention of a supervisor.
- Compose and prepare a variety of correspondence, documents, and forms.
- Manage program paperwork.
- Create and disseminate a variety of materials and publications from oral directions, rough drafts, handwritten notes, or charts using a variety of software.
- Establish and maintain filing and record keeping systems for program and supervisor.
- Develop and maintain procedures, and databases, for a variety of department functions.
- Prepare purchase orders, audit for accuracy, maintain inventory of program supplies, and materials.
- Maintain a database of all student registrations and accounts.
- Receives and tracks all student fee payments and coordinates deposits with Business Office.
- Make arrangements for travel, meetings, and professional development.
- Arrange workshops including flyers, speaker(s), facility, nametags, and other related tasks.
- Make appointments and maintain calendars for staff.
- Coordinate and maintain a variety of work from more than one supervisor.
- Compile, develop, monitor, and review a variety of reports and statistical data without supervision or direction.
- Assist in the development, review, and adjustment of budgets from multiple funding sources.
- Coordinate and maintain system for tracking staff assignments, program position vacancies and providing and accounting for substitutes as needed at school sites.

- Assist with applicant screening and hiring process for program staff as assigned.
- Perform a wide variety of complex accounting functions.
- Develop a variety of documents for reporting financial information.
- Analyze and reconcile financial data.
- Coordinate the collection and preparation of financial and attendance reports required by local, state and federal agencies.
- Work with program evaluators to establish timely and accurate data collection for reporting needs.
- Audit all account receivables, income, adjustments, and process through the computer.
- Responsible for the efficient and timely processing of accounts payable for program sites' fee collection data.
- Perform other related duties as assigned.
- Drive occasionally for department business (optional).

QUALIFICATIONS:

Knowledge of:

Organization, procedures and operating details of the department to which assigned.

Modern office practices, procedures, and equipment as well as correct English usage, spelling, and punctuation.

Bookkeeping, accounting, and record keeping principles and procedures.

Data analysis techniques.

Understand and follow operating procedures in alignment with the policies, goals, and missions of the sponsoring agency and the Tehama County Department of Education (Lead Educational Agency – L.E.A.).

Ability to:

Understand long-term and short-term goals and outcomes for all aspects of the program.

Learn, interpret, and apply administrative and departmental policies with professionalism and good judgment.

Analyze situations carefully and adopt effective courses of action.

Train, monitor, and direct assigned office staff.

Understand, use, and stay current with word processing, database, spreadsheet, desktop publishing, and web based computer programs.

Establish and maintain effective working relationships with staff and the general public.

Work effectively with constant interruptions.

Develop a variety of spreadsheets using complicated formulas and references.

Demonstrate the use of effective organizational and accounting skills.

Collect and analyze data objectively and prepare appropriate reports.

Typing and computer skills at a level necessary for expected job performance.

Deal effectively with a wide variety of personalities.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

EXPERIENCE:

Minimum of five (5) years secretarial experience in similar position or office management with at least two (2) years of experience or comparable training in bookkeeping.

Experience in schools and/or education.

EDUCATION:

Equivalent to the completion of the twelfth grade.

Associate Degree in accounting or related field can be substituted for bookkeeping experience.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.