



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION PROJECT SPECIALIST - SERRF

DEFINITION:

Under minimal supervision, this position 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, which may be found in positions within this classification.

Administrative Support

Responsible for a variety of technical and complex secretarial and coordination tasks without supervision. Compose and prepare a variety of correspondence, documents, and forms. Manage program paperwork. Establish and maintain filing and record keeping systems for program and supervisor. Develop and maintain procedures, and databases, for a variety of department functions. Make appointments and maintain calendars for staff. Coordinate and maintain a variety of work from more than one supervisor. Arrange workshops including flyers, speaker(s), facility, nametags, and other related tasks. Assist with applicant screening and hiring process for program staff as assigned. Perform other related duties as assigned. Drive occasionally for department business using own transportation.

Communication and Documentation

Use a client-centered approach to all telephone and electronic conversations, giving information and responses not requiring the attention of a supervisor. Create and disseminate a variety of materials and publications from oral directions, rough drafts, handwritten notes, or charts using a variety of software. Maintain a database of all student registrations and accounts. Work with program evaluators to establish timely and accurate data collection for reporting needs.

Financial and Data Management

Receives and tracks all student fee payments and coordinates deposits with Business Office. 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. 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. 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.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described is qualifying; Equivalent to the completion of the twelfth grade. Secretarial experience in similar position or office management. Experience or comparable training in bookkeeping or related field. Experience in schools and/or education field desired.

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.



Tehama County Department of Education
Job Description
Project Specialist - SERRF

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:

Maintain confidentiality. 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.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and evidence of insurance. Drive occasionally for Department business using own transportation.

PHYSICAL DEMANDS:

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.

HRS Office Use Only

Created: July 26, 2013

Revised: June 20, 2024

APPROVED

Print Name: Chinny Clawson Title: Director, Human Resource Services

Signature: 