

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR-GRANT OPERATIONS

BASIC FUNCTION:

Under the direction of the Director of Grants, Partnerships, & Operations, provides leadership and guidance in grant operations and management through planning, implementation, budgeting, and oversight; provides technical, specialized, consultative, advisory, and planning services to individuals, teams, and collaborative partners through content expertise in curriculum and instruction and program evaluation; provides direction and leadership in the operational implementation of grants in support of the strategic plan; supports grant proposal development and submission, special events, and strategic initiatives; and supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provides advanced professional coaching and technical consultation, support, and expertise to program staff on day-to-day administrative and functional management of post-award grant operations such as planning, budgeting, implementation, reporting, and assessment, guiding programs on how to meet program deliverables within the stated timeline and budget.

Serves as an expert on grant operations, assisting program staff in the development of strategic goals, metrics, budgets, and operating procedures aligned with the agency strategic plan.

Provides oversight of programmatic and fiscal compliance with applicable local, state, and federal laws and regulations in all aspects and phases of grant programs outlined in the grant agreement.

Formulates and develops processes and systems to streamline development, delivery, scalability, reporting, and continuous improvement of educational operations and programs through cross functional collaboration and alignment.

Supports grant proposal development activities including planning, writing, budgeting, project management, collaborative partnerships, and submission of grant proposals to federal, state, and private funders.

Serves as an advisor and technical expert on grant programs, partnerships, events, and related matters recommending programmatic and budgetary structure for assigned projects and functions.

Oversees, coordinates, and manages professional learning and technical assistance offerings for programs and districts.

Leads SCCOE events through project management and technical assistance to implement the event plan.

Serves as a resource to program representatives and the SCCOE; as a lead for special projects; as a liaison between the external partners and districts in the County; as a state and regional lead in assigned area; and on assigned task forces and committees.

ASSISTANT DIRECTOR – GRANT OPERATIONS continued**Page 2**

Serves as a content, curriculum, and professional learning expert; provides content expertise, serving as a content specialist and writer.

Provides technical expertise and assistance to the County Superintendent, Cabinet, staff, and external partners regarding project status, structure, planning, and execution.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions.

Prepares and maintains a variety of narrative and statistical reports, records, and files related to personnel and assigned activities.

Analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned, which may occur beyond the normal work day or work week.

OTHER DUTIES:

Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

Practices, theories, and policies around operations, project management, grants management, and oversight, and accountability;

Federal, state, and local regulations relating to public, private, and philanthropic grant operations;

Program evaluation techniques for programs and projects;

Training and professional development;

County Office internal grant operations practices;

County Office programs to facilitate resource development;

Ability to write clear, structured, articulate, and persuasive proposals and reports;

Budget development for grant operations;

Knowledge of the principles and practices of educational equity;

Principles and practices of administration, supervision, and training;

Collecting and assembling data and navigating assigned software systems;

Budget preparation and control;

Oral and written communication skills;

Applicable laws, codes, regulations, policies, and procedures;

Interpersonal and collaboration skills including tact, patience, and courtesy;

Operation of a computer and assigned software.

ABILITY TO:

Lead and coordinate systems and procedures for maintaining grant operations activities in an organized manner;

Collaborate and coordinate with staff to achieve strategic program goals;

Plan and set agendas, conduct meetings, and make effective presentations;

Analyze situations accurately and adopt an effective course of action;

Develop and implement grants;

Advise on the implementation and operations of grant programs and proposals;

Advise and monitor grant program evaluation strategies;

Research, develop, coordinate, implement, and assess staff development;

Direct and evaluate the performance of assigned staff;

Provide technical, specialized, consultative, advisory, and planning services;

Provide direction and leadership to interpret data in the development and implementation of strategic plans for grants, programs, departments, and divisions;

Serve as a resource to program representatives and the SCCOE;

Coordinate large professional development workshops and events;

Communicate effectively both orally and in writing;

Interpret, apply, and explain rules, regulations, policies, and procedures;

Establish and maintain cooperative and effective working relationships with others;

Operate computer systems, software, and assigned office equipment related to grant funding and development;

Meet schedules and timelines;

Work independently with little direction;

Plan and organize work;

Maintain records and files;

Manage and improve processes and workflow;

Prepare comprehensive narrative and statistical reports;

Direct the maintenance of a variety of reports, records, and files related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;

Demonstrates emotional intelligence;

Models inclusive, effective, and authentic communication;

Applies knowledge of the intersectionality of race, equity, and inclusion;

Builds and sustains positive, trusting relationships;

Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to master's degree in education or related field and five (5) years of experience in a certificated position including three (3) years of combined experience in grant writing, grant operations, and grants management.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential

Valid California Teaching Credential or California Pupil Services Credential
Valid California driver's license

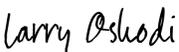
WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work
Evening or variable hours
Travel as needed

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
Seeing to read a variety of materials
Dexterity of hands and fingers to operate a computer keyboard
Sitting or standing for extended periods of time

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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date
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Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date