

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: DIRECTOR II - GRANTS AND PARTNERSHIPS**

**BASIC FUNCTION:**

Under the direction of the County Superintendent or designee, plans, organizes, controls and directs grants, partnerships, and priority special projects of the County Superintendent; assists with coordination and negotiation with contract clients; supervises and evaluates the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

Plans, organizes, controls and directs grant preparation, budget development, grant submission and grant management activities for large County Office projects and projects that include collaboration between the County Office and other agencies; searches and monitors current Request for Applications (RFA) and Request for Proposals (RFP) from public funders; advises leadership on grant eligibility and future opportunities aligned with County Office strategy; oversees grant preparation including convening partner meetings to develop projects aligned with RFA, allocating drafting of narrative sections to team members, performing needs assessment and demographic analysis, developing program budgets, writing final draft of submissions, demonstrating community endorsement and submitting final applications.

Initiates, fosters, and coordinates strategic partnerships with public, non-profit and private organizations; develops and recommends policies regarding officially recognized County Office partnerships; develops memorandums of understanding and other agreements as needed.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs; resolves issues and conflicts and exchanges information; provides counsel and guidance to colleagues in areas related to program development and evaluation, grant development, and other areas, as needed.

Plans, organizes, controls and directs priority special projects of the County Superintendent or designee; directs project coordination activities including developing and implementing work plans and coordinating with multiple programs, program directors and stakeholders; develops RFPs and contracts for contract services and oversees contract implementation.

Attends and conducts a variety of meetings with community leaders, government officials, stakeholders and others, as needed; represents the County Superintendent at various meetings, functions, conference calls or other activities, as requested.

Develops strategic plans; establishes goals, builds consensus, identifies metrics and modes of data collection, identifies resources needed, and related activities in the development of strategic plans.

Serves in an advisory capacity and provides technical expertise, information and assistance to the County Superintendent, Cabinet, and others regarding grant status, partnerships, projects and related matters; recommends proper organization structure for assigned programs and functions.

Provides leadership for various fund and grant development, planning and implementation activities; conducts negotiations for contract services; assists with development and coordination of contract work within the office.

Oversees, coordinates, and manages the creation of professional development and technical assistance for programs and LEAs across the State; conducts training programs on a variety of subjects related to grants.

Establishes and oversees contracts with grants and contracted consultants, including institutions of higher education and other County Offices of Education that support the scope of work; oversees, maintains and provides budgets and reports for contracts and grants according to established timelines and reporting requirements per the County Office.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

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

Develops and prepares the annual preliminary department budget; 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:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Rules, regulations, policies, procedures, contracts, State and federal laws, codes and regulations relating to public, private and philanthropic grant development agencies.

Grant funding and programs to support the strategic objectives of the County Office.

Research planning, design, methodology and analysis including quantitative analysis.

Principles, theories, techniques and methods of descriptive and inferential statistics.

County Office internal grant management practices.

County Office programs to facilitate resource development.

Program building, operation, funding, grant writing and project maintenance.

Report and grant writing techniques and practices.

Planning, organization and direction of the special projects of the County Office.

County Office programs and operations.

Federal and State educational policy issues.

Federal, State and local political processes/concerns.  
Applicable laws, codes, regulations, policies and procedures.  
Research and evaluation design and procedures.  
Contract development.  
Budget preparation and control.  
Oral and written communication skills.  
Principles and practices of administration, supervision and training.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, control and direct grants, partnerships and priority special projects of the County Superintendent.  
Serve in an advisory capacity to the County Superintendent, Board of Education, County Office personnel and public official.  
Assist with coordination and negotiation with contract clients.  
Develop and implement grants.  
Direct and evaluate the performance of assigned staff.  
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 a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master's degree from an accredited college or university in public administration, research and development, educational planning, or a field relevant to the position, and five years of increasingly responsible and complex work experience directly relevant to the position.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: April 10, 2019



---

Jonathan Muñoz  
Director - HR/Classified Personnel Services

Date: 04/10/19