

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - INCLUSION COLLABORATIVE PROGRAM SUPPORT

BASIC FUNCTION:

Under the direction of the Director II - Inclusion Collaborative, the Manager – Inclusion Collaborative Program Support plans, organizes, and manages the program budget, grant applications and implementation, contracts, administrative systems, event coordination including the annual conference, marketing outreach and campaigns, technology and program integration; maintains and develops collaborative relationships with districts; assists with program planning, evaluation, assessment, goals, policies and procedures; 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 and directs support service areas of the Inclusion Collaborative, including administrative systems, contract management, grant oversight, technology and web support.

Develops, implements, and monitors the departmental budget, which includes budgets from multiple funders; develops and prepares a preliminary annual budget for approval; analyzes and reviews budgetary and financial data, purchases services and material for operations, controls and authorizes expenditures in accordance with established limitations; manages the contracts for contracted staff or services.

Establishes, maintains, and monitors a fee for service and billing system for Inclusion Collaborative Services, in coordination with County Office departments and community or district partners.

Develops, manages and processes grants and grant applications; interprets grant compliance requirements; maintains records and collects appropriate data for compliance with grant guidelines, prepares reports for grantors; manages and accurately maintains budgeting for grants.

Collaborates and works closely with County Office departments and community partners to plan, organize, and manage outreach activities for Inclusion Collaborative, including development and implementation of marketing campaigns and creating an interactive online presence, including but not limited to social media, which successfully promotes and markets the Inclusion Collaborative, and its events and services; maintains and monitors the Inclusion Collaborative website.

Coordinates and participates in meetings and trainings and departmental events; plans, organizes and manages departmental events including the Annual Inclusion Collaborative Conference; manages and monitors conference and event finances, logistics, registration, and marketing, including maintaining an online presence and monitoring conference data through online platforms.

Works with districts and the community to support the work of the Inclusion Collaborative; builds and maintains collaborative relationships with partners; participates in community and County Office committees and work groups to support the work of the Inclusion Collaborative.

Participates in ongoing program assessment and evaluation; creates materials designed to measure program goals, objectives, and outcomes; analyzes data to ensure program goals and objects are met, makes recommendations for program improvements based on the data analyzed; assists in developing and maintaining departmental policies and procedures; assists with the Inclusion Collaborative Annual Work Plan; researches, analyzes, and implements new technologies to promote the services and success of the Inclusion Collaborative.

Prepares and coordinates the preparation and maintenance of a variety of compliance, narrative and statistical reports, record and files.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates subordinate work assignments and schedules, and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements; directs the development and implementation of staff development activities.

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

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE & ABILITIES:

KNOWLEDGE OF:

Applicable laws, statues, codes, regulations, policies and procedures, related to public education and Inclusion Collaborative.

County Office organization, policies, procedures, and objectives.

Policies and objectives of assigned program and activities.

Report and grant writing techniques and practices.

Data management and record-keeping and filing techniques for qualitative and quantitative data.

Techniques and practices for organizing and coordinating events.

Principles, techniques, and practices of public relations, marketing and advertising methods.

Budget preparation and control.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operating a computer and assigned software.

Principles and practices of administration, supervision and training.

Evidence-based practices to support inclusive services.

Operating a computer and assigned software.

ABILITY TO:

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures, related to public education and Inclusion Collaborative.

Coordinate a comprehensive marketing strategy and campaign for Inclusion Collaborative to inform the community of services and events.

Plan, coordinate and effectively organize complex, large-scale events with high visibility.

Assure smooth and efficient operations for planned events and meetings.

Initiate and manage communication and interaction with public agencies, district administrators, and community organizations.

Remain current on and effectively leverage new technology platforms for program marketing and outreach.

Secure successful grants and funding.

Conduct comprehensive program evaluations and planning for program goals and objectives.

Develop and implement procedures for the evaluation of program outcomes.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Operate a computer and assigned office equipment.

Compile and verify complex narrative and statistical data from a variety of sources.

Prepare comprehensive narrative and statistical reports.

Train and evaluate the performance of assigned staff.

Establish and maintain working relationships with districts, community members, teachers, family members and others.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in psychology, research methods, public administration, business, hospitality, marketing, public relations, or a related field, and four years of increasingly responsible experience conducting large scale event planning or public relations. Preference may be given to individuals with experience in these areas within the context of public education, or significant grant writing experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver’s license.
A safe driving record which meets the County Office of Education’s insurance requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Seeing to read a variety of a materials.
- Bending at the waist, kneeling or crouching to file and retrieve materials.
- Lifting, carrying, pushing and pulling moderately heavy objects as needed.
- Reaching overhead and above shoulders to retrieve materials.

Approved by the Personnel Commission: May 10, 2017



Kristin Olson
Director-Classified Personnel Services

Date: 05/10/2017