

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: MANAGER - RESEARCH, EVALUATION AND PLANNING

#### Basic Function:

Under the direction of an assigned manager, represents the County Superintendent and County Office in various complex, multi-agency research and evaluation projects; serves in an advisory capacity to the Superintendent, County Office personnel and designated community and agency partners; performs project management and leads implementation through collaborative project leadership; provides expert guidance and recommendations to research and evaluation programs across the County Office as well as for districts and outside agency partners.

#### 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:

Manages evaluation and research functions for the County Office, monitors research projects and initiatives; plans, organizes, and manages various evaluation, research, and surveys.

Plans, organizes, and manages the priority special projects of the Superintendent; oversees project coordination activities including developing and implementing research and evaluation projects and coordinating with multiple programs/program directors and stakeholders; identifies metrics and modes of data collection, identifies resources needed for projects; develops RFP and contracts for contract services and oversees contract implementation; develops relationships with outside agencies.

Develops appropriate strategies to share information such as reports, websites, webinars, and other interactive tools; proposes projects to assist in countywide planning; monitors and reports on educational trends, apprising the County Superintendent.

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, and related activities in the development of strategic plans.

Provides technical expertise, information and assistance to the County Superintendent and others regarding project status and related matters.

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

Communicates with other administrations, 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; participates in various fund and grant development.

Participates in the preparation and monitoring of a diverse operations budget; applies and observes appropriate fiscal controls.

Supervises personnel as assigned.

Operates a computer and assigned software programs; operates other office equipment as necessary.

Drives a vehicle to conduct work as assigned.

**OTHER DUTIES:**

Performs 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.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Report and grant writing techniques and practices.

Operation of a computer and assigned software.

Budget preparation and control.

**ABILITY TO:**

Represent the Superintendent and County Office in various complex, multi-agency projects, performing project management and leading implementation through collaborative project leadership.

Initiate and manage communication and interaction with public agencies, district administrators and/or community organizations as appropriate.

Provide technical expertise and assistance to the Superintendent, Cabinet and the senior leadership of external partners regarding project status, structure, planning and execution.

Provide strategic guidance to programs and leadership across the County Office regarding grant eligibility and grant development.

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

Communicate effectively both orally and in writing.

Meet schedules and timelines.

Work independently with little direction.

Operate a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Master's degree in a related field with course work in research methods, and two years of increasingly responsible experience conducting comprehensive research studies and analytical projects including one year of educational research experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work.

Evening or variable hours.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of documents.

Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: July 15, 2020



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Marisa Perry  
Interim Director – HR / Classified Personnel Services

Date: 07/15/20