

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: ASSOCIATE DIRECTOR – GRANTS, PARTNERSHIPS AND OPERATIONS

#### BASIC FUNCTION:

Under the direction of assigned supervisor, provides leadership and guidance in competitive and non-competitive grants, partnerships, and operations through planning, implementation, budgeting, and oversight; provides technical, specialized, consultative, advisory, and planning services to individuals, teams, and collaborative partners; provides direction and leadership to departments in developing grant proposals, expanding partnerships, and implementing programs to achieve grant deliverables in support of the strategic plan; leads special events and strategic initiatives; works closely with leaders throughout the agency providing expert guidance through governance meetings; provides regular updates to the assigned supervisor regarding progress of competitive and non-competitive grants, agency partnerships, and grant operations; and supervises and evaluates the performance of assigned personnel.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Supports the assigned supervisor in oversight of agency-wide grants, partnerships, and operations.

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

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

Supports competitive grant proposal development activities including planning, writing, budgeting, project management, collaborative partnerships, and submission of grant proposals to federal, state, and private funders. When applicable, reviews non-competitive grant proposal development activities, as assigned.

Attends and conducts a variety of meetings with community leaders, government officials, stakeholders, and others, as needed.

Provides technical expertise, information, and support to the assigned supervisor regarding department activities; assists in the formulation and development of policies, procedures, and programs; provides guidance on organization and structure of assigned programs and functions.

Serves as a senior advisor and technical expert on competitive and noncompetitive grants, partnerships, program operations, and special 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. Provides professional learning expertise to staff across the agency.

Leads large Santa Clara County Office of Education (SCCOE) events through project management and technical assistance to implement the event plan.

Provides technical, specialized, consultative, advisory, and planning services in assigned area; plans, organizes and provides technical advisory services in the development and implementation of programs and projects related to assigned area or federal and State mandates.

Provides direction and leadership to interpret data in the development and implementation of work plans for projects and programs; provides information, consultation and materials concerning assigned area.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; plans, organizes and supports the development of templates, forms, and implementation of standardized processes.

Provides leadership for various fund and grant development, planning and implementation activities.

Oversees the Grants, Partnerships, and Operations Department's project management system including planning, implementation, continuous improvement, and reporting.

Maintains, and provides budgets and reports for contracts and grants according to established timelines and reporting requirements per the SCCOE; sets up budget meetings and works closely with the accounting department with processes and protocols.

Initiates, develops, and maintains partnerships with funding organizations on behalf of the Office of the Superintendent to develop and manage assigned projects.

Plans, organizes, and directs the preparation, planning, and execution of special events and meetings, as assigned, for small or large groups and any related materials which may occur beyond the normal work day or work week; leads and/or participates in a variety of governance committees, advisory groups, committees, and sub-committees to collect and analyze necessary data for grant program improvement.

Develops and executes operational policies, processes, and/or procedures for effective pre-award and post-award grant programs and contracts management to ensure compliance with funder requirements as well as local, state, and federal laws and regulations; establishes and implements "due diligence" policies, processes, and/or procedures to manage and monitor sub-grantees work, expenditures, and operational policies.

Provides training, as required, to administrative, program, and supervisory staff as it relates to grant management, compliance, agency policies, among others; provides technical assistance, as required, to grant program managers and their supervisors in support of post-award grant programs.

Establishes oversight structures for program and/or contractual compliance, as required, in collaboration with program, accounting, contracts, evaluation, and other personnel to ensure appropriate performance and spending against commitments; as needed, assesses individual grant program gaps, provides technical assistance, and surfaces and addresses issues with Cabinet or senior leadership.

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, and directs strategic initiative and priority special projects of the County Superintendent of Schools or designee.

Provides expert guidance to programs on project coordination activities to implement work plans, coordinating with multiple departments, programs, and partners; and provides guidance on contract implementation.

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 workday or work week.

**OTHER DUTIES:**

Performs other duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCES:**

**KNOWLEDGE OF:**

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

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

Research and evaluation design and procedures;

Best practices in training and professional development;

SCCOE internal grant operations practices;

SCCOE programs to facilitate resource development;

Best practices in supporting external partnerships;

Criteria for successful public, private, and philanthropic grant proposals;

Grant funding and programs to support the strategic objectives of the agency;

Program building, grant funding, and project sustainability;

Budget development for grant writing and operations;

Setting and revising processes, policies, and procedures while building capacity and support;

Principles and practices of educational equity;

Principles and practices of administration, supervision, and training;

Engaging and managing partnerships, teams, and people;  
 Collecting and assembling data and navigating assigned software systems;  
 Budget preparation and control;  
 Oral and written communication skills;  
 Applicable laws, codes, rules, regulations, policies, procedures, contracts, state and federal laws, codes and regulations relating to public, private, and philanthropic grant development agencies;  
 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;  
 Write clear, structured, articulate, and persuasive grant proposals, work plans, and reports;  
 Plan, organize, and direction special projects of the SCCOE;  
 Establish and maintain cooperative and effective working relationships with others;  
 Maintain a variety of reports, records, and files related to assigned activities;  
 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;  
 Lead strategic initiatives in support of the strategic plan;  
 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, partnerships, 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;  
 Direct and evaluate the performance of assigned staff;  
 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 administrative position including three (3) years of increasingly responsible experience in grant writing, grant operations, partnership development, and competitive and non-competitive grants management. Education leadership experience in public education required.

**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

	DocuSigned by: <i>Larry Oshodi</i> <small>84A28B968D5B4A4...</small>	12/19/2023   11:38 AM PST
Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date

	DocuSigned by: <i>Mary Ann Dewan</i> <small>72890EE01E52493...</small>	12/19/2023   11:18 AM PST
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date