

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – IMPLEMENTATION AND COMPLIANCE

BASIC FUNCTION:

Under the direction of assigned supervisor, the Manager - Implementation and Compliance plans, develops, organizes, supports, implements, and monitors strategic grant-funded projects and programs; represents the Santa Clara County Office of Education (SCCOE) in various complex, multi-agency grant implementation projects in a technical and advisory capacity providing expert guidance and recommendations; performs project management and leads implementation through collaborative project leadership; supports the implementation of all components and services of assigned projects and programs; plans and oversees program monitoring and assessment activities; and 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 comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Plans, organizes, and manages the implementation and coordination of grant-funded programs and projects; delegates project tasks to appropriate staff; manages grant implementation functions; oversees project and program monitoring and compliance activities and initiatives.

Ensures project activities and associated work plans meet established timelines, are within budget, and are in alignment with approved funding requirements.

Assures compliance with State and Federal regulations and codes related to project and program requirements; develops, revises, and prepares work plans for program self-assessment, monitoring, and tracking of project or program deliverables; performs and supports the evaluation, report writing, and mandated activities of the assigned projects or programs.

Collaborates with department leadership to manage complex projects; uses best practice project management methodologies to ensure the successful and timely delivery of activities; provides regular reports on project status to SCCOE leadership and project partners, as applicable.

Develops and implements project or program work plans, strategies, goals, and objectives aligned with priorities; ensures compliance for allowability of funds; supports in the formulation and development of policies, procedures, and programs.

Develops and implements monitoring and evaluation for projects; develops, revises, and prepares work plans for program self-assessment, monitoring, and tracking of project or program deliverables; performs and supports the evaluation, report writing, and mandated activities of the assigned projects or programs; identifies metrics and modes of data collection; identifies resources needed for projects.

Coordinates with multiple programs, program directors and partners; develops and maintains relationships with outside partners and agencies.

Establishes and maintains procedures for data management to effectively support the availability, usability, integrity, and security of data; implements and maintains an automated data accounting and record keeping system adequate for effective project and program oversight.

Participates in assigned meetings for the purpose of gathering and disseminating information related to pending projects and programs.

Develops, implements, and monitors budgets for projects to ensure project delivery within funding guidelines.

Establishes project and program goals and objectives, develops strategic project work plans, confers on major procedural changes and sensitive issues, builds consensus; exercises discretionary judgment in establishing priorities, resolving problems, analyzing trends, modifying procedures for positive results, and determining whether appropriate results are achieved; proposes corrective action needed and monitors its implementation to achieve desired outcomes.

Supports department staff with grant preparation, development, and submission in order to ensure alignment with blending and braiding multiple work plans and projects; manages activities and projects in support of grants, including collaboration with external partners.

Researches, synthesizes, and analyzes data, internal and external reports, trends, and project characteristics to support the program strategy, projects, and information needs of senior leadership; presents data, information, and analyses; makes program recommendations based on research findings; and composes narrative and statistical reports based on findings.

Oversees the department's project management system for all project and program planning, implementation, and monitoring; develops policies, procedures, and practices to ensure that all programs, budgets, and operations are aligned, improved, and tracked through a centralized software system.

Attends and conducts a variety of meetings with internal and external partners, including community leaders, government officials, stakeholders and others as needed; represents the department at various meetings, functions, conference calls, or other activities as required.

Provides consultation, technical expertise, information and assistance to department leadership and organizational leadership regarding assigned functions; communicates with other administrations, personnel, and organizations to coordinate activities and programs; resolves issues, conflicts, and exchanges information; provides counsel and guidance to colleagues in areas related to program and budget development, monitoring and evaluation, grant development, and other areas as needed.

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

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

Supervises, directs and evaluates the performance of assigned staff; interviews and selects employees, and recommends transfer, reassignment, termination and disciplinary actions; trains employees in Office and department policies, procedures and activities.

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

Drives a vehicle to conduct work as assigned.

OTHER DUTIES:

Performs duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Applicable laws, statutes, codes, regulations, policies and procedures related to public education.

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

Project management methodologies.

Operations, policies, procedures, and objectives relating to SCCOE activities and operations.

Budget preparation and control.

Report and grant writing techniques and practices.

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

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

Data analysis, synthesis, and control procedures, statistical, and narrative data analysis practices.

County Office internal grant submission and management practices.

County Office organization, policies, procedures, and objectives.

Policies and objectives of assigned program and activities.

Project management software and techniques.

Oral and written communication skills.

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

Record keeping and filing techniques.

Interpersonal skills including tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Represent the County Office in various complex, multi-agency projects.

Perform project management.

Develop, implement, and monitor work plans.

Manage multiple projects simultaneously.

Track deliverables through high attention to detail.

Work well under deadlines.

Make effective decisions and resolve problems affecting complex and sensitive areas and situations.

Work strategically and collaboratively across programs and departments.

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

Research, prepare, and write comprehensive narratives, statistical reports, and work plans.

Provide technical expertise and assistance to organizational leadership related to assigned functions. Provide strategic guidance to programs and leadership across the County Office regarding funding allowability and implementation.

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

Effectively use project management, word-processing, database, and spreadsheet software applications in the course of assigned duties.

Direct and evaluate the performance of assigned staff.

Operate a computer, assigned systems and software, and assigned office equipment.

Communicate effectively both orally and in writing.

Manage and improve processes and workflow.

Meet schedules and timelines.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

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 business administration, public administration, or a related field and three years of increasingly responsible related experience in project or program management, business management, or project monitoring. One year of work experience in a TK-12 public education setting is highly desired.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Project Management Professional or equivalent certification is highly desired.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office 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: January 17, 2024

Marisa Perry

Marisa Perry
Director III – HR / Classified Personnel Services

Date: 1/17/24