

# SANTA CLARA COUNTY OFFICE OF EDUCATION

## CLASS TITLE: DIRECTOR I - SPECIAL PROJECTS

### BASIC FUNCTION:

Under the direction of the Deputy Superintendent, plan, organize, control and direct the priority special projects of the Superintendent and Deputy Superintendent; serve in an advisory capacity to the Superintendent, Deputy Superintendent, Board of Education, County Office personnel and public officials; assist with coordination and negotiation with contract clients; supervise and evaluate the performance of assigned personnel.

### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

Plan, organize, control and direct the priority special projects of the Superintendent and Deputy Superintendent; direct project coordination activities including developing and implementing work plans and coordinating with multiple programs/program directors and stakeholders; develop RFP and contract for contract services and oversee contract implementation; develop policies and procedures; develop relationships with outside agencies.

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

Develop strategic plans; establish goals, build consensus, identify metrics and modes of data collection, identify resources needed, and related activities in the development of strategic plans.

Direct and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Deputy Superintendent, Superintendent, Board and others regarding project status and related matters; assist in the formulation and development of policies, procedures and programs; recommend proper organization structure for assigned programs and functions.

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

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; provide counsel and guidance to colleagues in areas related to program development and evaluation, grant development, charter school issues, expulsions, inter-district transfers and other areas as needed.

Participate in various fund and grant development, planning and implementation activities; conduct negotiations for contract services; assist with development and coordination of contract work within the office.

Direct the evaluation and research function; coordinate with the Manager - Evaluation and

Research to implement, analyze and monitor research projects and initiatives.

Participate in the preparation and monitoring of a diverse operations budget; apply and observe appropriate fiscal controls.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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 the priority special projects of the Superintendent and Deputy Superintendent.

Serve in an advisory capacity to the Superintendent, Deputy 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 time lines.

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 in research and development, educational planning or related field and four years of related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential.  
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

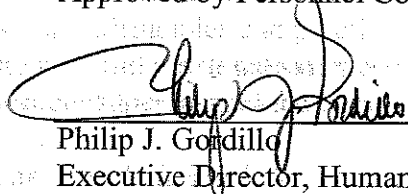
**PHYSICAL DEMANDS:**

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: June 23, 2011

  
Philip J. Gordillo  
Executive Director, Human Resources

7/01/11  
Date