



Leadership • Collaboration • Support

JOB TITLE: Coordinator, Educational Initiatives & Special Projects

Classified Management Salary Schedule, Range 8

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under general supervision, plans, organizes, coordinates, and supports the implementation of priority initiatives and special projects of the Educational Services and Student Programs departments; supports long-term project management and planning, as well developing effective systems and processes to support onboarding and sustainable, responsive practices as well as connections with organizations within the county, region, and state; works with a variety of departments throughout the agency to support the implementation of priority initiatives and special projects; and performs other related duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

- Equivalent to a bachelor's degree from an accredited college or university or related education and experience that demonstrates the ability to perform the duties and responsibilities as described.
- Experience working in a public agency setting preferred.
- Demonstrated success in coordinating multiple projects.
- Skills and knowledge with principles of project management.
- Knowledge of the Solano County Office of Education (SCOE) and departmental practices, policies, and programs.
- Knowledge of basic research methodology.
- Knowledge of standard software applications.
- Knowledge of grant processes, departmental budgets, and monitoring of expenses.
- Establish and maintain cooperative relationships with public and private sector agencies.
- Ability to effectively transmit knowledge and skills both in written and oral form.

- Ability to use standard software applications for technical writing, database management, and budget monitoring.
- Ability to develop measurable goals and objectives, set priorities and evaluate progress toward achievement within multiple collaborative partners.
- Ability to work cooperatively and effectively with individuals and groups.
- Ability to maintain confidentiality.
- Possession of a valid California driver's license; and willingness to travel within the county using own transportation to conduct work assignments as needed.

ESSENTIAL DUTIES

- Builds and fosters long-term working relationships with organizations and stakeholders to establish communication and collaboration to enhance programs, services, priority initiatives, and special projects.
- Promotes and facilitates collaboration among organizations and departments within SCOE.
- Acts as a liaison between departments at SCOE and includes community partners as appropriate to coordinate and implement priority initiatives and special projects.
- Acts as a liaison between County Office and the general public by answering detailed inquiries either orally or in writing on a variety of organizational activities.
- Assists SCOE departments and special project groups to develop and design activities, address interdepartmental training needs in partnership with other experts, and creates publications and other program deliverables.
- Develops goals, action steps, and timelines for initiatives.
- Compares bids and evaluates options as needed.
- Supports the development of program and initiative evaluations.
- Researches and examines findings regarding project outcomes and prepares reports on findings for use in project analysis.
- Collects, reviews, and develops communication tools to disseminate information regarding systems, initiatives, and projects.
- Maintains accurate expenditure reports associated with special projects, as appropriate.
- Assigns, directs, and reviews the work of support personnel.

- Analyzes systems and recommends policy and procedure revisions as they relate to internal support and clerical activities from a continuous improvement, capacity-building, and equity lens.
- Analyzes need for onboarding and ongoing professional learning for clerical staff and others within departments as needed.

MARGINAL DUTIES

- May supervise staff as assigned.
- May photograph events within the departments.
- Serves as a member of the Management Advisory Council (MAC) of the Solano County Office of Education.
- Performs other duties as assigned.

SUPERVISION RECEIVED

Employees in this classification receive limited and general supervision.

SUPERVISION EXERCISED

Employees in this classification may supervise staff as assigned.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (35%) Walking (15%) Sitting (50%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or
Pulling Loads (1) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (3) Climbing Ladders (0)