

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROJECT SPECIALIST

SUMMARY DESCRIPTION

Under direction of assigned supervisor of record, provide direction for assigned projects, programs, or functional area; serve as a liaison between the program area and the general public, students, staff, and other campus and community officials and groups; develop and maintain relationships with other organizations and schools in the project, program, or functional area; perform a variety of technical and program support duties in support of the assigned project, program, or functional area; and plan, coordinate, and implement assigned operations and activities of the assigned office.

DISTINGUISHING CHARACTERISTICS

The Project Specialist is an advanced-journey level technical classification with incumbents assigned to a grant funded or limited term position. Incumbents perform a full range of project coordination duties in support of assigned project or project area including to participate in the development, implementation, and administration of assigned services and functional areas, participate in budget development and monitoring, and project area policy and procedure development and implementation. Positions at this level coordinate communication and work activities among District staff and community and business groups and partners. Assignments performed at this level require a broad knowledge of assigned project or project area and an in-depth knowledge relative to specific areas.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinate all aspects of the assigned project, program, or program area; ensure compliance with all aspects of program requirements including grant requirements. ***E***
2. Assist in the planning, design, and implementation of project or project elements that support service delivery; participate in processes to define scope and schedule of services and activities; participate in implementation processes. ***E***
3. Assume responsibility for providing coordination of resources for projects or programs; determine project short and long-term needs and develop recommendations; design processes and procedures to implement, maintain, and/or manage functional area resources. ***E***
4. Participate in the development and implementation of goals, objectives, policies, and priorities for assigned projects, functions, and program areas; research, implement, and administer policies, procedures, and changing business practices and processes for assigned area; develop and maintain handbooks, forms, and related policies and procedures. ***E***
5. Provide assistance in resolving operational and administration problems; identify problem areas and issues; conduct research to find alternative solutions; make recommendations; assist in implementation of recommendations. ***E***
6. Perform a variety of research, administrative, operational, financial, and analytical duties in support of assigned projects, programs and/or functions; conduct studies, research projects, and analysis. ***E***

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7. Prepare administrative, operational, and financial reports including the preparation of conclusions, recommendations, and forecasts based on data summaries and other findings; consult with District staff and outside agencies to obtain information. *E*
8. Assist with the budget process; provide assistance in the development of assigned budget; collect and analyze financial data; review and analyze budget requests; create data tracking and reporting systems; monitor status. *E*
9. Research, negotiate, and monitor assigned contracts and agreements with outside suppliers, service providers, and others; ensure work is performed in compliance with contracts and agreements; process invoices and payments. *E*
10. Participate in the grant sourcing and application processes; research grants and prepare applications for funding sources applicable to assigned projects and program area; assists in writing grant proposals. *E*
11. Create and maintain publications promoting the assigned project, program, or program area; develop publications and materials to advertise and provide program information including newsletters, directories, handbooks, special event flyers, and other public relations materials as needed. *E*
12. Participate in coordinating assigned activities and functions with other staff, projects, and functions as well as local, state, and federal agencies/jurisdictions, business partners, and the general public; coordinate with, interact with, share knowledge, and develop collaborative relationships. *E*
13. Collaborate in the design and implementation of a network of community based organizations and schools that will oversee and provide services and experiences for program participants. *E*
14. Represent area of assignment, participate on, and provide staff support to a variety of committees, task forces, and boards; develop agendas and write speaking points; prepare and present presentation materials, staff reports, and other documents as appropriate and necessary; respond to and resolve inquiries and complaints. *E*
15. Serve as contact and respond to requests for information from staff, other agencies, and the general public regarding project or program area of assignment; participate in community outreach and education activities; prepare presentations and related material. *E*
16. Maintain records concerning project activities; process incoming and outgoing documents; prepare and track various documents; prepare reports and briefings on project status, progress, changes, and related items related to scope, schedule, and budget. *E*
17. Manage data and information used in assigned area including to administer assigned databases; enter and modify data; generate reports; analyze user needs and modify database structure and/or format in response to user needs; train staff on use of database systems; prepare database documentation. *E*
18. As assigned, coordinate schedules and progress of program participants including course work, volunteer hours, and work study allocation; coordinate the case management process for meeting student needs and goals; meet with students on a regular basis to monitor progress. *E*
19. As assigned, assist in the implementation of systems for member recruitment, orientation, training, monitoring, tracking, and evaluation; recruit, screen, interview, enroll and place program members

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- at appropriate sites; coordinate selection activities with site supervisor; determine student training needs, identify curriculum, and facilitate training. *E*
20. Coordinate on-campus events and fairs; recruit agencies and schools; coordinate logistics including to obtain space, promote event, and set-up for event. *E*
21. Provides training and work direction to student workers and assigned staff; schedule assigned staff; ensure staff follows District policies and professional standards. *E*
22. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Operational characteristics, services, and activities of the functions, programs, and operations of the assigned project or program area.
- Goals and objectives of the assigned project or program area.
- Basic principles and practices of program development, administration, and review.
- General principles, practices, and procedures of business administration and public administration.
- Technical knowledge of business/industry principles and practices for the area of responsibility.
- Methods and techniques used in the performance of duties and responsibilities specific to the area of assignment.
- Basic project and contract management principles and practices.
- Information and research resources available related to areas of assignment.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.
- Work organization and office management principles and practices.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Processes, procedures, and practices of budget preparation and administration.
- Principles, practices, and procedures of business letter writing.
- Principles and procedures used in complex, inter-related record keeping.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.
- Statistical procedures and mathematical concepts.
- Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- District organization, operations, policies, and objectives.

Ability to:

- Understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

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- Coordinate and participate in the management of assigned project, program, or program area functions and services.
- Establish and maintain community relationships.
- Understand the nature of partnerships and identify mutual interests.
- Assess community needs to develop appropriate service partnerships for assigned programs.
- Use technical concepts and basic project management tools and techniques to effectively coordinate a project or program area and solve complex problems in creative and effective ways.
- Develop recommendations for problematic areas and implement and monitor changes.
- Participate in the development and administration of policies and procedures.
- Participate in the preparation and administration of assigned budgets.
- Provide specialized information and assistance to students, staff, and the general public.
- Coordinate projects with multiple tasks and re-prioritize as needed.
- Perform a full range of complex and responsible program and technical support as well as difficult administrative duties involving the use of independent judgment and personal initiative.
- Oversee and participate in the management of the administrative functions and operations of the assigned office.
- Establish, review, and revise office work priorities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use sound judgment in recognizing scope of authority.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
- Screen, interview, and assess needs of students and clients may be required for some assignments.
- Research, compile, assemble, analyze, and interpret data from diverse sources.
- Prepare a variety of clear and concise administrative and financial reports.
- Independently compose and prepare correspondence and memoranda.
- Maintain complex and varied files and records.
- Implement and maintain filing systems.
- Select, train, evaluate and provide work direction to assigned staff and student workers.
- Plan, organize, coordinate, prioritize, perform, and delegate work.
- Make simple arithmetic calculations.
- Type or enter data at a speed necessary for successful job performance.
- Use correct English usage, grammar, spelling, punctuation, and vocabulary.
- Plan and organize work to meet schedules and changing deadlines.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work independently and effectively in the absence of supervision.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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EDUCATION AND EXPERIENCE

Any combination equivalent to: two years of college with major course work in public administration, business administration, office automation, or a related field; and four years of increasingly responsible experience providing technical and administrative support in a related program area.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials. Travel outside of the San Diego area may be required for some assignments.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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