



For the future of every student

**CLASS TITLE: SPECIAL PROJECT TECHNICIAN**

**BASIC FUNCTION:**

Under the direction of the Grant/Project Administrator performs a variety of technical/clerical work in support of a variety of projects; organizes and coordinates project and/or grant activities; and serves as a resource person to students, staff, and others by providing a variety of information. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this job class train, coordinate, and track information per the requirements of the grant and/or project. This job classification exercises independent judgment in the development of plans for delivering services.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Acts as a resource person for the schools and other agencies regarding provisions of the approved grant or project.

Recruits participants and determines program eligibility.

Schedules, oversees, and facilitates a master calendar for training.

Conducts needs assessment.

Facilitates student referral processes.

Tracks, monitors and reports participant activities and outcomes.

Assists in the development collaborative agreements.

Disseminates project/grant information.

Organizes workshops and provides one-on-one training.

Works cooperatively with multiple agencies.

Updates school staffs as required and appropriate on a regular basis.

Plans, organizes, promotes, and implements special activities; contacts and schedules speakers for special presentations; hosts special events.

Performs a variety of clerical duties in support of the day-to-day operations; types a variety of materials including correspondence, requisitions, and reports; composes own correspondence and marketing materials.

**OTHER DUTIES:**

Performs other related tasks as needed or assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic procedures, operations, and activities of agencies participating in the grant or project.  
All applicable legislation/regulations.  
Correct English usage, spelling, grammar, and punctuation  
Proper office methods and practices  
Systems for electronic data sharing.  
Effective record keeping practices and procedures  
Training methods and techniques.

**ABILITY TO:**

Track, monitor, and prepare reports as required by grant/project  
Effectively communicate in both oral and written forms.  
Establish, prepare, and maintain a variety of accurate and complete records and filing systems.  
Prepare routine reports.  
Understand and follow both oral and written instructions in an independent manner.  
Operate standard office machines, including computer, typewriter, copy and duplicating machines, and audio-visual recorders.  
Plan, organize, and prioritize own work.  
Establish and maintain effective work relationships with those contacted in the performance of required duties.  
Maintain regular and consistent attendance.  
Work in a variety of different settings.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above

**LICENSES AND OTHER REQUIREMENTS:**

Use of private vehicle.  
Valid California driver's license and a safe driving record sufficient for insurability.

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.