

Job Title: *Specialist – School Safety Program Asset Accumulation (9914)*

Job Summary:

Under the direction of the Project Coordinator, Asset Accumulation, Specialists assists with coordinating and supporting the strategic development of assets for the School Safety Program. Duties include gathering assets; organizing data; reading and interpreting blueprints; determining location for signage; assisting with program operations of a school safety program.

Essential Functions:

- Work with school sites to ensure understanding of asset accumulation process.
- Request and organize the gathering of pre-production assets as directed.
- Assist graphic designer by Interpreting blueprints to ensure that existing footprint matches.
- Validate locations of utility source and emergency shut off valves.
- Determine placement for signage and map out accordingly.
- May use drone photography to capture arial view of site.
- Ensure accuracy and adherence of project timelines by prioritizing tasks and using time management strategies.
- Make independent decisions and maintains projects without immediate intervention of the project coordinator.
- Gather and organize data to improve internal processes and compliance within the school safety program.
- Monitor and collaborate with project coordinator to assist in resolution of compliance issues related to the project.
- Assist with safety training for the purpose of increasing knowledge and awareness.
- Attend team meetings to ensure effective project coordination.
- May assist with training and support to staff as directed.
- Work collaboratively with outside vendors and ActVnet customers.
- Assist project coordinator with project reviews/internal audits to ensure compliance with local, state, and federal regulations.
- May travel to various locations within and outside of the county.
- Perform other related duties as assigned.

Skills, Knowledge and/or Abilities Required:

Skills to:

- use a computer
- organize and work on multiple projects
- utilize project management tools
- utilize drone photography
- Google, Microsoft, and other operating systems

Knowledge of:

- community and state resources
- motivation and goal setting strategies
- safety practices and procedure
- project coordination
- read and interpret floor plans/blueprints
- cardinal directions
- facilities/construction

Ability to:

- interpret and apply good judgment
- make comparisons and calculations
- establish effective working relationships
- present to a variety of audiences
- understand, interpret, and apply state and federal policies, procedures, and laws
- manage multiple tasks
- work collaboratively with partners
- organize workload and self
- work flexible hours

Responsibilities include: working under limited supervision following standardized practices and/or methods; utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 30% sitting, 30% walking, and 40% standing. The job is performed under minimal temperature variations.

Experience Required:

- Job-related experience within specialized field is required.

Education Required:

- 1-3 years minimum experience with project coordination required
- Associates degree required

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California driver's license and proof of automobile insurance
- Department of Justice and FBI Fingerprint Response

FLSA: Non-exempt

December 2022

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.