

**JOB DESCRIPTION**

**Job Title: *Specialist – School Safety Program Training Services (9913)***

**Job Summary:**

Under the direction of the Project Coordinator, Training Services, Specialist assists with coordinating and supporting the development and implementation of the ActVnet School Safety Program. Duties include gathering and organizing all related records; support in organizing program operations of a school safety program; assist with communicating information in response to inquiries; support in training for emergency preparedness; collaborating with local and state agencies, assisting with program operations of a school safety program.

**Essential Functions:**

- Assist in developing and conducting safety presentations to audiences to increase knowledge and awareness.
- Assist with creating and maintain training schedules on ActVnet system for internal staff, agencies, and school sites.
- Provide initial training to outside agencies and school personnel on ActVnet system.
- May assist with training internal staff to lead ActVnet trainings for agencies and school personnel.
- Support in the process of developing, implementing, and revising departmental safety policies and procedures as directed.
- Support in preparing reports and survey responses as directed.
- Gather and organize data to improve internal processes and ensure compliance within the school safety program.
- Act as a liaison between management and external agencies and educational entities.
- Assist project coordinator in answering and logging technical issues that may occur with the ActVnet system.
- Ensure accuracy and adherence of project timelines by prioritizing tasks and using time management strategies.
- Make independent decisions and maintain projects without immediate intervention of the project coordinator.
- Gather and organize data to improve internal processes to ensure that project goals are met.
- Monitor and collaborate with project coordinator to assist in resolution of compliance issues related to the project.
- Attend team meetings to ensure effective project coordination.
- Assist with special projects within the School Safety Program department.
- 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.
- Google, Microsoft, and other operating systems.

**Knowledge of:**

- community and state resources
- motivation and goal setting strategies
- safety practices and procedures
- law enforcement/dispatch practices
- project coordination

**Ability to:**

- interpret and apply good judgment
- make comparisons and calculations
- establish effective working relationships
- Assist in presenting 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
- Support in training others
- plan and organize meetings and events
- 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/safety 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.