

JOB DESCRIPTION

Job Title: Specialist, Mid-State Collaborative (9981)

Job Summary:

Under general supervision of program director and/or designee, responsible for planning and coordinating the daily operations and logistics of the Mid-State Collaborative grant-funded projects. This position will coordinate events, monitor and execute contracts, payments, schedules, timelines, and deliverables for all members, partners, and program participants. The Specialist will also provide administrative and specialized clerical support for the program and the department.

Essential Duties:

- Assist administrators and staff with coordinating direct services for students related to program area.
- Assist with planning, coordinating, and monitoring program requirements that align with the goal and objectives of assigned grants.
- Track all expenses and monitor program budgets to ensure compliance with grant requirements and funding regulations.
- Process project expenses in a timely manner and in accordance with Tulare County Office of Education's finance policy and grant requirements.
- Assist with the development and improvement of procedures and tools to closely monitor the program's schedule, timetable, and performance with respect to progress and deliverables, keeping the project and its partners on track with all deadlines.
- Plan and coordinate all logistical details for necessary meetings, and special events (both on and off site) with project team members and external partners, including preparing agendas, taking notes during team meetings, and following up to make sure action items have been addressed by the appropriate party(ies).
- Maintain and manage multiple organizational planning calendars and schedule meetings and appointments, as requested.
- Facilitate communication and coordinate work between county partners within the collaborative.
- Coordinate travel arrangements that may involve multiple travelers and/or multiple destinations (hotel, air/ground transportation, meeting arrangements) and prepare necessary expense reimbursement reports.
- Coordinate, arrange for, and assist with the requisition of all technology needs, training materials, and equipment necessary to ensure grant compliance.
- Complete reports on a timely basis by monitoring, collecting, copyediting, and compiling components prepared by internal and external partners.
- Develop, organize, and maintain various project and program files and recordkeeping systems for both electronic and paper documents.
- Provide high-level administrative support for the project and to the administrative team, as needed.
- May assist with preparing, writing, and submitting grant and funding proposals and applications.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services, and/or special events.
- Perform other related duties, as assigned.

Skills, Knowledge and/or Abilities:

Skills to:

- read notes, memos, and grant requirements of a moderately complex nature;
- effectively communicate and interact with students, staff, and the public;
- establish priorities, meet deadlines, organize workload, and work independently;
- review financial records and perform general financial recordkeeping duties;
- operate a variety of office equipment;
- research, compile, and input information in a variety of electronic sources.

Knowledge of:

- federal and state grant sources, application processes, preparation, and requirements;
- general administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology;
- correct English word usage, spelling, grammar and punctuation;
- modern office methods, practices, and procedures;
- appropriate records management procedures;

- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- understand and carry out oral and written instructions;
- maintain confidentiality of records;
- meet schedules and deadlines;
- read/interpret/apply rules, regulations, policies;
- develop specific goals to prioritize, plan, organize, and accomplish assigned tasks;
- provide information to staff, families, and the public by telephone, email, and in-person;
- drive personal vehicle for travel to various locations throughout the region.

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; providing information and/or advising other persons. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally, the job requires 85% sitting, 10% walking and 5% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Education Required:

- High school diploma or equivalent.
- Bachelor Degree is preferred.

Experience Required:

- Three (3) years of experience performing administrative and financial recordkeeping duties.
- One (1) year of experience in coordinating events, meetings, and/or team functions.
- Experience in an educational setting is preferred.

Other Requirements:

- Typing certificate dated within the past two years indicating a typing speed of 35 net words per minute.
- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

FLSA Status: Non-Exempt

March 2025

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.