



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION PROJECT SPECIALIST - SERRF

### DEFINITION:

Under minimal supervision, this position will professionally represent and carry out the program vision and expectations. This position will perform a variety of responsible and complex coordination, technical, bookkeeping, reporting and secretarial duties in support of the supervisor.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

#### *Administrative Support*

- Responsible for a variety of technical and complex secretarial and coordination tasks without supervision.
- Compose and prepare a variety of correspondence, documents, and forms.
- Manage program paperwork.
- Establish and maintain filing and record keeping systems for program and supervisor.
- Develop and maintain procedures, and databases, for a variety of department functions.
- Make appointments and maintain calendars for staff.
- Coordinate and maintain a variety of work from more than one supervisor.
- Arrange workshops including flyers, speaker(s), facility, nametags, and other related tasks.
- Assist with applicant screening and hiring process for program staff as assigned.
- Perform other related duties as assigned.
- Drive occasionally for department business using own transportation.

#### *Communication and Documentation*

- Use a client-centered approach to all telephone and electronic conversations, giving information and responses not requiring the attention of a supervisor.
- Create and disseminate a variety of materials and publications from oral directions, rough drafts, handwritten notes, or charts using a variety of software.
- Maintain a database of all student registrations and accounts.
- Work with program evaluators to establish timely and accurate data collection for reporting needs.

#### *Financial and Data Management*

- Receives and tracks all student fee payments and coordinates deposits with Business Office.
- Compile, develop, monitor, and review a variety of reports and statistical data without supervision or direction.
- Assist in the development, review, and adjustment of budgets from multiple funding sources.
- Coordinate and maintain system for tracking staff assignments, program position vacancies and providing and accounting for substitutes as needed at school sites.
- Develop a variety of documents for reporting financial information.
- Analyze and reconcile financial data. Coordinate the collection and preparation of financial and attendance reports required by local, state and federal agencies.
- Audit all account receivables, income, adjustments, and process through the computer.
- Responsible for the efficient and timely processing of accounts payable for program sites' fee collection data.



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Official:   
Effective: 11/08/2024

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described is qualifying.

- Equivalent to the completion of the twelfth grade.
- Secretarial experience in similar position or office management.
- Experience or comparable training in bookkeeping or related field.
- Experience in schools and/or education field desired.

KNOWLEDGE OF:

- Organization, procedures and operating details of the department to which assigned.
- Modern office practices, procedures, and equipment as well as correct English usage, spelling, and punctuation.
- Bookkeeping, accounting, and record keeping principles and procedures. Data analysis techniques.
- Operating procedures in alignment with the policies, goals, and missions of the sponsoring agency and the Tehama County Department of Education (Lead Educational Agency – L.E.A.).

ABILITY TO:

- Maintain confidentiality.
- Understand long-term and short-term goals and outcomes for all aspects of the program.
- Learn, interpret, and apply administrative and departmental policies with professionalism and good judgment.
- Analyze situations carefully and adopt effective courses of action. Train, monitor, and direct assigned office staff.
- Understand, use, and stay current with word processing, database, spreadsheet, desktop publishing, and web-based computer programs.
- Establish and maintain effective working relationships with staff and the general public.
- Work effectively with constant interruptions.
- Develop a variety of spreadsheets using complicated formulas and references.
- Demonstrate the use of effective organizational and accounting skills.
- Collect and analyze data objectively and prepare appropriate reports.
- Typing and computer skills at a level necessary for expected job performance.
- Deal effectively with a wide variety of personalities.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and evidence of insurance.
- Drive occasionally for Department business using own transportation.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.



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**HRS Office Use Only**

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**APPROVED**

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Title: Director, Human Resource Services

Signature: 