

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: PROJECT SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of an assigned administrator, perform a variety of administrative support services in the design, development, implementation and evaluation of departmental programs.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist with administrative detail in designing, developing, implementing, evaluating and ensuring integrity of departmental programs and activities.

Research and compile information from a variety of sources; prepare drafts, summary reports, displays and brochures to be included in district programs, reports and bulletins.

Assist in developing, monitoring and coordinating department budget; compile information from a variety of sources and prepare summary reports.

Attend and facilitate meetings and in-service training sessions; maintain current knowledge of current trends and practices of assigned programs; represent the District office in meetings and conferences as assigned.

Assist in developing, planning, implementing and evaluating office procedures to upgrade efficiency of department.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and exchange information; prepare written communications on behalf of the designated unit administrator.

Prepare and maintain a variety of records, reports and materials related to assigned activities.

Operate a variety of office equipment including a computer.

##### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Basic principles and practices of fiscal, statistical and administrative research and report preparation.

Policies, objectives and guidelines of assigned programs.

Applicable sections of the State Education Code and other applicable laws.

Interpersonal skills including tact, patience and courtesy.

Basic budgeting practices regarding monitoring and control.

Oral and written communication skills.

Public speaking techniques.  
Record-keeping and report preparation techniques.  
Operation of a variety of office equipment including a computer.

**ABILITY TO:**

Coordinate, monitor and evaluate a variety of programs.  
Read, interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.  
Provide technical assistance to assigned programs and staff.  
Communicate effectively both orally and in writing.  
Maintain current knowledge of current trends and practices of assigned programs.  
Maintain records and prepare reports.  
Plan and organize work.  
Operate a variety of office equipment including a computer.  
Prepare and make oral presentations.  
Participate in the development of and oversee assigned budgets.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college level course work in secretarial science, business or a related field and two years of secretarial or administrative assistant experience involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.

**PHYSICAL DEMANDS:**  
Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information and make presentations.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*

*Office-Technical Job Description*

*Adopted by BOT 1/25/03  
Revised BOT 1/23/06*