

Tulare County Office of Education

**JOB DESCRIPTION**

**Job Title:** *Project Specialist, California Friday Night Live Partnership (9790)*

**Job Summary:**

The job of Project Specialist, CFNLP was established for the purpose of assisting the CFNLP Program Director in performing the organizational tasks that maintain the program within the state guidelines. He/she will accept and process documentation and assist California Friday Night Live Partnership staff with program requirements. Under the general supervision of the CFNLP Program Director, he/she will perform a variety of complex clerical tasks for the CFNLP Programs.

**Essential Functions:**

- Composes letters, memoranda, reports, documents, surveys and charts for the purpose of providing information to staff, program participants, county organizations the general public.
- Creates/Produces program documents, flyers, and certificates for the purpose of disseminating program information.
- Greets/Interviews potential program participants who call or come in to the office for the purpose of answering questions; distributing information, and accepting pertinent program documents.
- Inputs/Updates/Retrieves data from the database system for the purpose of maintaining information, records and reports.
- Makes arrangements for trainings, workshops, meetings and conferences for the purpose of supporting CFNLP staff and county participants.
- Processes/Reviews program applications for the FNL program participants for the purpose of ensuring the appropriate admittance and support for program participants.
- He/she will maintain the confidentiality of all records and documents pertaining to program participants.
- Provides advisory services in the office and at recruitment events at various locations, to potential program candidates regarding program eligibility, and program requirements for the purpose of ensuring the appropriate admittance to FNL project programs.

**Skills, Knowledge and/or Abilities Required:**

- **Skills to:**
  - perform difficult and responsible clerical work requiring accuracy and speed;
  - utilize a variety of software including software which enables one to create spreadsheets and reports;
  - type at a net speed of 50 words per minute;
  - use a variety of office equipment including a computer, calculator, copier, printer, and fax machine;
  - set up a computer and LCD projector;
  - perform secretarial skills with speed and accuracy;
  
- **Knowledge of:**
  - computers, mail systems, networks, modems, wireless computers;
  - correct English usage, spelling, grammar and punctuation;
  - the Friday Night Live Program;
  - Prevention Programs;
  - Business math;
  - Tulare County Office of Education policies and procedures
  
- **Ability to:**
  - learn new regulations and procedures;
  - follow and give complex directions in order to have a task completed;
  - work independently with little or no supervision;
  - communicate well with others, both verbally, and in writing;
  - travel statewide, using own vehicle.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact 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; and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- Three years of experience with increasing levels of responsibility is required.

**Education Required:**

- High school diploma or the equivalent.
- Targeted job-related education that meets organization's prerequisite requirements.

**Certificates, Licenses, Clearances, Testing and/or Bonding**

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

**FLSA Status:** Non-Exempt

August 2017

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.