

**JOB DESCRIPTION**

**JOB TITLE:** *Program Support Specialist, Migrant (9893)*

**Job Summary:**

The job of the Program Support Specialist is established for the purpose of assisting the Migrant Education Program with the organization and monitoring of daily tasks, ensuring specialized tasks and projects are completed, organization of staff meetings and trainings, assistance with collection of data, providing effective communication and collaboration with program staff and district partners to complete assigned tasks or projects, documenting and tracking program expenditures, and to perform related clerical work. The Program Support Specialist reports directly to the Migrant Education Program Director.

**Essential Job Functions:**

- Maintains a variety of financial records for the purpose of ensuring that the collection, posting and accounting of individual district expenses and budgets are within program requirements (requisitions, purchase orders, invoices and claims).
- Research discrepancies of financial information and documentation for the purpose of ensuring accuracy and adherence to procedures prior to processing .
- Enters or types accurate reporting data and expenditure tracking by working closely with program staff and accountant.
- Drafts contracts and agency agreements with partner districts and outside agencies .
- Provides clerical and technical support to Director, Program Manager, Area Administrators and classified staff.
- Maintains accurate records for the purpose of ensuring that documentation is organized and available.
- Attends Administrator meetings to provide program updates.
- Composes correspondence for the purpose of ensuring that confidential letters, memorandum, agreements, and reports.
- Maintains confidentiality regarding calls, correspondence or sensitive information for the purpose of ensuring accuracy and sensitivity of information of affected parties.
- Prepares accurate reports for department administrators.
- Implements reporting procedures and internal controls for the purpose of maintaining accurate records.
- Proofs all documents for the purpose of ensuring accuracy of information, as well as grammar, word usage, syntax, spelling and punctuation.
- Provides administrative support for the purpose of ensuring that specialized tasks and projects.
- Creates and disseminates brochures, certificates, flyers, and notifications to communicate and promote migrant program events.
- Gathers/collects data and information via telephone, email and in person for the purpose of compiling reports required by the program.
- Confers with the Director, Program Manager, and Area Administrators for the purpose of meeting statutory and internal financial reporting deadlines and providing information to districts .
- Communicates with the Director to support continuous planning, implementation and evaluation of program services and events.
- Maintains the Migrant Education Program website page by updating all event information, uploading flyers and photos and posting links to helpful resources and data.
- Performs other duties as assigned for the purpose of facilitating the needs of the position.

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

**Skills to:**

- Become familiar with and acquire details regarding Migrant Education Program rules and regulations
- Become familiar with Tulare County Office of Education policies and procedures

**Knowledge of:**

- Records and data management procedures
- Modern office methods, practices and procedures
- Use of correct English grammar, spelling and punctuation
- Methods, terminology and practices of financial record keeping
- Cultural awareness and sensitivity to the migratory lifestyle

**Ability to:**

- Speak, read, write and communicate in Spanish
- Understand and complete written and oral directions
- Work independently

- Use computers to update and create correspondence, use electronic calendars, store and retrieve documents and other word processing, spreadsheet and data base applications (e.g., Excel, Google Docs, and Google Sheets)
- Communicate and collaborate effectively with others orally and in writing
- Treat the public and co-workers courteously, tactfully and cooperatively
- Maintain confidentiality
- Coordinate and organize materials for meetings
- Effectively manage time and meet deadlines
- Operate standard office equipment (e.g. computer, 10-key calculator, copier, telephone, scanner, fax, etc.)

**Experience Required:**

- Clerical and bookkeeping experience.

**Education Required:**

- Associate degree, required.
- Bachelor's degree, preferred.

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

- Valid Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Clearance.

**Other Special Requirements:**

- Willingness to work a flexible schedule including evening and weekends if needed.
- Must be able to travel in and out of county using own vehicle if needed.

**FLSA Status: Non-Exempt**

**July 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.