

JOB DESCRIPTION

Job Title: *Education Program Technician, ECEP (7763)*

Job Summary:

Under the supervision of the Program Operations Manager, serve as year-round technical support staff for the Education Program; specific responsibilities will include the compilation of the annual gathering of data involved with the National Reporting System and Child Outcomes. Receive general supervision from the Program Operations Manager. No supervision of staff.

Essential Functions:

- Design, create and maintain a database, either in Access or Excel.
- Collect appropriate information using internal and external sources; populate database; maintain data integrity.
- Organize data into various categories and proficiently analyze data using various sources.
- Create summaries and reports including visual representations of data.
- Create professional documents with the use of various media.
- Edit documents for structure and language use.
- Promote the team approach.
- Interpret program philosophy and policies.
- Coordinate with other program education staff
- Work cooperatively with other program staff
- Perform related duties as assigned.

Knowledge and/or Abilities:

- **Abilities to:**
 - Create professional documents.
 - Maintain confidentiality of records and information.
 - Prepare complex reports from a variety of information sources on the status of program implementation.
 - Organize, be flexible and act professionally.
 - Communicate clearly, concisely and professionally both orally and in writing.
 - Anticipate the needs of supervisors and co-workers and act accordingly.
 - Work without close supervision.
 - Be proactive, not reactive.
 - Speak, read and write English well. Some knowledge of Spanish preferred.

- **Knowledge of:**
 - Computer software programs, specifically, Access, Excel, Word, Publisher, PowerPoint, PhotoShop/PhotoDraw and Outlook
 - Office environment and protocol
 - Database management

Working Conditions and Physical Abilities: Office Office environment; Traveling throughout Tulare County and statewide/nationwide as needed; Moderate noise level; Sitting and standing for extended periods of time; Talking and hearing; Regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 40 pounds; Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Education and Experience Required:

- High School graduate with five years office experience.
- College coursework to support technical requirements of position.
- AA/AS degree preferred.

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

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.
- Proof of automobile liability insurance.

FLSA Status: Non-Exempt

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.