

Job Summary:

Asset Accumulation coordinators oversee coordinating and supporting the strategic development of assets for the School Safety Program. They are responsible for managing and completing all administrative processes related to asset management. Duties include gathering assets; organizing and managing all related records; managing program operations of a school safety program; collaborating with local and state agencies; hiring, training, and supervising assigned staff.

Essential Functions:

- Works with school sites to ensure complete understanding of asset accumulation process.
- Request and organize the gathering of pre-production assets.
- Work with Director and other Project Coordinators to ensure accuracy and adherence of timelines of the project.
- Makes independent decisions and maintains projects without immediate intervention of the administrator.
- Monitors and evaluates efforts for the purpose of ensuring that project goals are met.
- Prepare reports and survey responses as directed.
- Analyze data to improve internal processes and ensure compliance within the school safety program.
- Act as a liaison between management and external agencies and educational entities.
- Monitors and resolves compliance issues related to the project.
- Conducts safety training to diverse audiences for the purpose of increasing knowledge and awareness.
- Organizes and conducts meetings to ensure effective project coordination.
- Trains and provides support to assigned staff regarding their responsibilities.
- Assists with special projects within the School Safety Program department.
- Assist in the RFP process to approve and secure appropriate vendors.
- Works collaboratively with outside vendors.
- Conduct reviews to ensure compliance with local, state, and federal regulations.
- May assists with the writing of grants for the purpose of securing funds for projects and activities.
- Supervises/evaluates staff for the purpose of increasing effectiveness of the work.
- Travel to various locations within and outside of the county.
- Perform other related duties as assigned.

Skills, Knowledge and/or Abilities Required:

Skills to:

- use a computer.
- organize and work on multiple projects.
- develop grants and proposals.
- utilize project management tools
- Google, Microsoft, and other operating systems

Knowledge of:

- current methods of management and supervision.
- community and state resources.
- motivation and goal setting strategies.
- safety practices and procedure.
- project coordination.

Ability to:

- interpret and apply good judgment.
- make comparisons and calculations.
- establish effective working relationships.
- present to a variety of audiences.
- understand, interpret, and apply state and federal policies, procedures, and laws.
- manage multiple tasks.
- work collaboratively with partners.
- organize workload and self.
- train others.
- manage personnel.
- plan and organize meetings and events.
- work flexible hours.

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; 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 have some impact on 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; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 30% sitting, 30% walking, and 40% standing. The job is performed under minimal temperature variations.

Experience Required:

- Job-related experience within specialized field is required.

Education Required:

- 3-5 years minimum experience with project management/coordinator required.
- Associates degree required.
- Bachelor's degree in business or related field is preferred.

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

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

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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.