



# Job Description

## Equal Employment Opportunity

### Project Coordinator I

<b>DEPARTMENT/PROGRAM:</b> As Assigned	<b>CLASSIFICATION:</b> Classified Management
<b>DIVISION:</b> Educational Services	<b>SALARY SCHEDULE:</b> Management
<b>REPORTS TO:</b> Deputy Superintendent	<b>SALARY RANGE:</b> 114
<b>APPROVAL DATE:</b> 2/6/2024	<b>WORK YEAR:</b> 215
<b>REVISION DATE:</b> 12/8/2025	<b>FLSA:</b> Exempt

### **PURPOSE STATEMENT:**

Under the direction of the Deputy Superintendent the incumbent(s) leads a successful execution of strategic, YCOE initiatives and systems and procedural deployments, including monitoring and managing integrated organizational, instructional, and operational software solutions; the coordination of all project activities and resources including grants; and the management of vendors, consultants, and other business partners that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

Works with county and school district personnel, outside agencies, and business sponsor(s) to develop proposals, new programs or projects; assist with Requests for Proposals (RFPs), Requests for Information (RFIs), Requests for Quotations (RFQs), and other materials identifying the scope, purpose, budget, risks, and success criteria for the project, obtaining all necessary approvals.

Creates, maintains, presents, and shares project work plan(s), timelines, charts, workflow or process maps, and other artifacts which convey key project information such as milestones, tasks, responsibilities, and timeframes for successful completion of the project.

Manages the use of program-related data systems and platforms; ensures accurate and timely data entry, maintenance, and retrieval.

Develops data collection processes to monitor program performance and compliance with state, federal, or grant requirements.

Conducts data analysis to identify trends, measure progress, and support decision-making.

Prepares clear, comprehensive reports, dashboards, and presentations for internal and external partners.

Collaborates with departments to ensure data integrity and alignment with organizational metrics.

Communicates and provides necessary documentation to project sponsors, partners, members, vendors, and other related project staff are kept apprised of status, issues, and near-term coordination of tasks and needs to keep the project on track, including meeting agendas, notes and summaries, communications plans, project plans, action items, and status reports. Disseminates project information to appropriate project stakeholders and team members.

Manages vendors and acts as the primary point of contact to ensure completion of project tasks within schedule and budget, including regular communications/meetings, compliance with statement of work, joint vendor project plan, and invoice reviews; brings significant vendor issues and concerns forward to identify appropriate resolutions.

Provides leadership and support in all areas of the project, including monitoring and directing, meeting preparation, scheduling, and facilitation, developing and adhering to the agenda, provide supporting documentation, and ensuring deadlines are met and desired outcomes of projects.

Identifies, recommends, and promotes approaches, standards, best practices and tools/resources supporting the effective and efficient execution of County projects.

Promotes and supports a culture of collaboration, accountability, and active engagement to move the projects forward, leverage resources, resolve issues, and reach consensus.

Serves as a liaison to community organizations; provides information to the community and related agencies; assists in meetings with community organizations and agency administrators for the purpose of facilitating communication, alignment, and collaboration.

Collaborates with district personnel and external agencies and collaborates with other departments/divisions staff in coordination and distribution of project(s) information and support to ~~for the purpose of~~ implement and maintain services and/or programs within established guidelines.

Evaluates programs and/or projects; designs and implements procedures to fulfill grant and project objectives and criteria.

Maintains a variety of manual and electronic files and/or records, allotment of funds to various program components, reviews program proposals/plans to determine time frames, funding limitations; develops recommendations for accomplishing program objectives, outcome indicators, performance measures.

Monitors assigned activities and/or program components to coordinate activities and ensure compliance with established financial, legal and/or administrative requirements.

Prepares a wide variety of written materials (e.g. reports, student activities, correspondence, internal audits, etc.) to document activities, provide written reference, and/or convey information.

Presents information on a variety of topics and provides community outreach, develops partnerships with school districts, community groups, businesses, governmental agencies, and other community organizations to communicate information and/or gain feedback.

Researches a variety of topics (e.g. current practices, policies, education codes, etc.) to provide information and/or recommend and/or address a variety of program requirements.

**OTHER DUTIES:**

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

**KNOWLEDGE, SKILLS, AND ABILITIES****Knowledge of:**

- Basic math, including calculations using fractions, percents, and/or ratios.
- County operations, policies, and objectives.
- Data-based inquiry and decision-making process.
- Data systems and platforms.
- Principles and practices of data collection, data quality assurance, and data management.
- State and federal laws, regulations, and codes dealing with the reporting of educational programs.
- Technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.
- Technical programs to track projects and assigned tasks (e.g. Microsoft Suite, Google Suite, Asana, Visio, etc.).
- Techniques for analyzing quantitative and qualitative data to support program evaluation.
- Utilization and deployment of technology solutions including database-driven applications.

**Skills and Abilities to:**

- Proficient with project management software to manage multiple projects.
- Ability to translate data into actionable insights.
- Adapt to changing work priorities.
- Be flexible and adaptable to various management styles and organizational cultures.
- Collect, organize, validate, and analyze data from multiple sources.
- Communicate with diverse groups, set priorities, build collaborative relationships, and work with frequent interruptions.
- Effectively monitor and manage projects, budgets and staff resources.
- Establish priorities and meet deadlines for the assigned project(s).
- Lead, coordinate, plan and facilitate a significant number of activities, meetings, and/or events.
- Gather, collate, and/or classify data.
- Independently problem solve to analyze issues and create action plans.
- Independently work with others in a wide variety of circumstances.
- Maintain accuracy of data, records, and attention to detail while managing data-driven tasks.
- Manage complex programs that require cross-departmental collaboration with a variety of departments, outside agencies, business groups, and community groups.
- Operate standard office equipment including using pertinent software applications.
- Participate in the development and implementation of goals, objectives, and policies for the County.
- Utilize data dashboards and reporting tools to monitor program performance.
- Work with a significant diversity of individuals and/or groups.

## **JOB QUALIFICATIONS / REQUIREMENTS:**

### **EDUCATION AND EXPERIENCE:**

Bachelor's degree in job-related area. Job-related experience with increasing levels of responsibility is required.

### **EQUIVALENCY:**

A minimum of eight (8) years of experience in project management, implementation, and development initiatives in a leadership role, including managing project teams, project budgets, and partnership and participant communications.

### **LICENSE/CERTIFICATIONS:**

- Valid, current California Driver's License
- Evidence of Insurability

### **OTHER EMPLOYMENT REQUIREMENTS:**

- Criminal Justice Fingerprint /Background check
- Tuberculosis negative test result and subsequent renewals

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed in an indoor office environment generally clean and hazard free
- Dexterity of hands and significant fine finger to operate specialized equipment and tools
- Hearing and speaking to exchange information
- See to read and perform primary functions of classification and view computer screens
- Some lifting, carrying, pushing, and/or pulling, stooping, kneeling, crouching, and/or crawling
- Frequent sitting, walking, and standing.