

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:**       **Special Programs Assistant, Range 50**

**DEFINITION:**

Under general direction plans, coordinates and implements a variety of countywide special programs and events involving promotion of teachers, classified employees and students.

**SUPERVISION RECEIVED AND EXERCISED:**

Supervision is provided by Special Assistant, Office of the Superintendent. This classification has no supervisory or lead responsibilities.

**REPRESENTATIVE DUTIES:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**ESSENTIAL FUNCTIONS:**

Assists in the planning, organizing, and implementation of a variety of special programs and events involving the participation of County school districts and SDCOE employees.

Facilitates arrangements such as facilities and supports personnel for County program participants to compete in regional, State and national competitions.

Communicates information and instructions as directed for assigned programs and events; assists in the preparation and dissemination of communications to promote, enhance and make arrangements for each program.

Composes and edits reports, memos, correspondences, brochures, announcements and other written materials.

Recruits local sponsors for events; screens event consultants, judges and other paid participants in programs.

Monitors budgets and expenditures for events; maintains financial and other program and event records.

Prepares and maintains a variety of records, reports, and survey data related to the programs and events.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties regarding event arrangements as assigned.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

Possession of a valid California driver's license and proof of automobile insurance must be provided as a condition of employment.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION**

Graduation from high school or equivalent is required. College course work or training certificates in communications, public relations, business or public administration, or a field closely related to the duties of this classification from an accredited college or university is preferred.

### **EXPERIENCE**

Four years of administrative or higher level clerical experience that includes planning and coordinating special projects, programs, or events for a large and complex division, department or agency is required.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Event planning procedures

Filing and record-keeping

Proper English usage, spelling, punctuation and vocabulary; report writing techniques

Basic arithmetic concepts

Procedures involved in monitoring and processing basic budgetary principles

General office policies and procedures.

### **ABILITY TO:**

Operate a computer and related software, including spreadsheet and database applications

Maintain a high level of care and thoroughness in handling the details of a task

Complete work assignments despite frequent interruptions

Handle multiple tasks and perform with flexibility and adaptability

Handle administrative details and emergency situations in a calm, tactful and diplomatic manner

Establish and maintain effective working relationships with others

Formulate and express ideas clearly and effectively both orally and in writing

Work independently with minimal supervision

Adjust to change or to the emergent demands of the situation quickly and in a positive manner

Show initiative and focus on accomplishments

## **WORKING CONDITIONS & PHYSICAL ABILITIES:**

### **ENVIRONMENT:**

Travel to school districts and external client locations is a regular part of this assignment.

Duties are typically performed in an office setting.

### **PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information in person and on the telephone; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and

reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

Established: 10/03

Revised: 07/04, 07/14

**Approved by the Personnel Commission:** \_\_\_\_\_