



JOB TITLE: PROJECT SPECIALIST

Classification: Classified
Salary Range: 32

Retirement Type: PERS*
Revised/Board Approved: September 13, 2004

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of complex, specialized assignments requiring a high degree of technical knowledge, skill and independent judgment.

REPRESENTATIVE DUTIES:

Perform and conduct a variety of research, reporting and statistical functions.

Organize, evaluate and compile data for various governmental agencies.

Design, develop and revise policies, administrative procedures, forms and manuals as directed.

Audit, compile and maintain documentation for District fiscal/program related matters.

Maintain and update a variety of fiscal/program related records Prepare federal and State reports as assigned.

Assist in the design and maintenance of computer applications.

Coordinate and assist with a variety of projects.

Organize data for statistical computations as necessary in producing statistical reports.

Exercise independent judgment regarding reliability and consistency of data gathered for reports, analysis and evaluations.

Assist and cooperate with assignments from other divisions as necessary.

Assist with various office clerical and secretarial functions.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: two years college level training in accounting or related field and three years increasingly responsible fiscal, statistical and clerical office experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Research methods and techniques.

Advanced report writing methods and techniques.

Statistical record-keeping, report writing, structure and formats.

Modern electronic office equipment such as computers, word processors and calculators.

Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Laws, rules, regulations involved in assigned activities.

Abilities/Skills:

Perform and conduct a variety of research, reporting and statistical functions at a paraprofessional level.

Organize, evaluate and compile data for various governmental agencies.

Design, develop and revise policies, administrative procedures, forms and manuals.

Audit, compile and maintain documentation for District fiscal/program related matters and maintain a variety of fiscal related records.

Operate on-line terminal, PC and other modern office equipment.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Plan and organize work.

Meet schedules and time lines.

Analyze situations accurately and adopt an effective course of action.

Understand and work within scope of authority.

Learn department and program objectives and goals.

Exercise tact and discretion when interacting with others.

WORKING CONDITIONS:

Extensive computer work.

Dexterity of hands and fingers to operate a keyboard.

Exchange information in person and on the telephone

Sit for extended periods of time.

High volume telephone usage.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.