

JOB TITLE: SPECIAL PROJECTS TECHNICIAN**BASIC FUNCTION**

Under general supervision, the technician will work directly with schools, departments, vendors and/or the public to develop and implement technical programs or projects in the educational setting. The Special Projects Technician will be responsible for ongoing coordination of projects, and will communicate and articulation with other program/project sites, in assessing and fine-tuning activities. The Technician may also be responsible for consultation and staff training for the program/project and may supervise classified staff directly related to the project.

ESSENTIAL JOB FUNCTIONS

- Performs complex clerical work, analyses of a variety of budget sources and materials in the preparation of narrative and statistical reports.
- Assists in the development and implementation of grant proposals.
- Locates sources of information, devising forms to secure data and determine proper format for finished reports.
- Adapts, develops and uses specific computer software programs, if pertinent to the project.
- Answers questions, composes & prepares correspondence that requires searching & abstracting technical data and detailed explanation of District and State laws, policies or procedures.
- Establishes and maintains numerical, alphabetical and subject matter files which may contain sensitive and confidential material.
- Monitors and reviews special projects operational budgets and expenditure control procedures, report and other data for accuracy, completeness and compliance with standard procedures and policies.
- Assists school in seeking outside funding.
- Plans and develops management reports to communicate project milestones and accomplishments.
- May be required to assume major responsibility for the projects/programs with policy guidance and decisions from the immediate supervisor.
- Performs other services as assigned.

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Skill to:

- Operate standard office equipment including use of computer applications.
- Communicate clearly and effectively with co-workers and the public.
- Organize and prioritize tasks.
- Keyboard at a net corrected speed of 35 wpm.

Knowledge of:

- English usage, grammar, spelling and punctuation.
- Basic principles of accounting.
- Modern office practices and procedures.
- Computer usage and ability to select and use appropriate software.
- Standard office machines and equipment.
- Art ideas, design layout, lettering and illustration methods.
- Techniques and procedures utilized in the preparation, display and exhibition of instructional materials and media.

Ability to:

- Understand and carry out oral and written directions.
- Perform general accounting clerical functions.
- Develop and utilize computer programs for monitoring special projects expenditures and budgets.
- Analyze, compile, and display data graphically.
- Establish and maintain effective public relations and cooperative working relationships.
- Learn and apply District and State policies, procedures, rules and regulations.
- Develop and prepare statistical and narrative reports.
- Make mathematical calculations with speed and accuracy.
- Keyboard at a net corrected speed of 35 wpm.
- Provide clean and concise oral and written reports.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIRED

Any combination of experience and training that would provide the required knowledge and skill may be qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

On the job experience in technology including computer applications/installation, hardware maintenance/troubleshooting and three years increasingly responsible clerical experience, including budget/accounting tasks.

Education:

Equivalent to the completion of High School, supplemented by courses/seminars in technology.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Typing certificate which demonstrates a net speed of 35 wpm.