





School district organization, operations and objectives  
Oral and written communication skills  
Principles and practices of administration, supervision and training  
Applicable laws, codes, regulations, policies and procedures  
Interpersonal skills using tact, patience and courtesy  
Operation of a computer and assigned software

**ABILITY TO:**

Plan, organize, coordinate, implement, manage and assess compliance of the programs and services developed from BSEP legislation  
Understand, interpret and communicate the BSEP Measure and District policies, procedures and operations to the community  
Produce financial, narrative and technical documents according to established timelines  
Organize and facilitate large group planning processes  
Prepare presentations and utilize facilitation skills with large and small groups  
Communicate clearly and effectively in speaking and writing to diverse audiences  
Supervise and evaluate the performance of assigned staff  
Interpret, apply and explain rules, regulations, policies and procedures  
Establish and maintain cooperative and effective working relationships with others  
Operate a computer and assigned office equipment  
Analyze situations accurately and adopt an effective course of action  
Meet schedules and time lines  
Work independently with little direction  
Plan and organize work  
Direct the maintenance of a variety of reports, records and files related to assigned activities

Any combination equivalent to: bachelor's degree in communications, journalism, public relations or related field and five years increasingly responsible experience in the administration of public policy, non-profit management, fund development or related field

Valid California driver's license, use of personal vehicle, and proof of insurance

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work  
Work variable or evening hours

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations  
Dexterity of hands and fingers to operate a computer keyboard  
Seeing to read a variety of materials  
Sitting for extended periods of time