SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR - STRATEGIC INITIATIVES

BASIC FUNCTION:

Under the direction of the assigned director, designs and implements strategic projects and initiatives related to the integration of health, mental health, and education systems; assists in the oversite of the daily operations, management, and administration of the Wellness Programs; supervises technical

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Organizes and facilitates committees and task forces of diverse membership.

Plans and coordinates strategic agendas for ongoing meetings and special events.

Builds and maintains effective relationships with internal staff and outside agencies to ensure project success.

Applies process and procedure improvement methods and tools to improve processes, aiming to exceed services, quality, and professional agency goals.

Handles sensitive issues with confidentiality and minimal direction.

Identifies opportunities to streamline and standardize work throughout various departments and agencies.

Maintains an awareness of changes in SCODE organizational policies, procedures, and protocols.

Identifies problems and seeks solutions using appropriate resources.

May attend meetings on behalf of the division and agency.

OTHER DUTIES

Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Experience with grant management;

Managing large budgets and grant deliverables;

Organizational and planning skills to manage multiple priorities and meet required deadlines;

Oultural competencies and a deep understanding of the impact and urgency in addressing issues facing youth and their families;

Understanding how various systems interact to achieve long-term goals;

Skills for re-envisioning, building, and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contributions towards team effort;

Project management skills, with the ability to multitask, set and drive priorities, and monitor progress toward goals;

Establishment of clear expectations, deliverables, and deadlines;

Project management skills, with the ability to multitask, set and drive priorities, and monitor progress toward goals;

Exceptional strategic, analytical, and critical thinking skills with an ability to use data to make decisions and to translate strategy to plan and action.

ABILITYTO:

Work independently to produce accurate work of the highest quality;



Manage relationships relevant to projects and gain the cooperation of others;

Work professionally and proactively with appropriate levels of urgency to situations and events that require quick response and turnaround;

Work on various tasks with accuracy and attention to detail;

Present effectively to diverse audiences;

Provide high-quality customer service to internal and external stakeholders at all levels;

Build and maintain positive relationships with individuals and groups;

Coach and mentor direct reports, peers, and executives on sound talent management practices;

Track records that drive organizational results through coaching and mentoring;

Create and support in-service training opportunities to grow and develop leaders;

Maintain a professional demeanor to influence and facilitate decision-making processes among multiple, diverse parties;

Train, supervise, support, and evaluate staff from diverse backgrounds and skill sets;

Use high-level verbal and written communication skills with a strong capacity for detail, maintaining clear and effective contact with division staff, executive leaders, and outside agencies as necessary;

Operate a computer, assigned software, and office equipment;

Thrive in an achievement-oriented and fast-paced environment;

Work independently with little direction;

Use analytical, critical thinking, and problem-solving skills to ensure process improvement and projects are completed successfully;

Take initiative to solve problems and create stakeholder buy-in.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;

Seeing to read a variety of materials;

Walking, bending, reaching, standing, and stooping;

May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 pounds;

Dexterity of hands and fingers to operate a computer keyboard.