

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSOCIATE DIRECTOR – GRANTS, PARTNERSHIPS AND OPERATIONS

BASIC FUNCTION:

[REDACTED]



Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs; resolves issues and conflicts and exchanges information; provides counsel and guidance to colleagues in areas related to program development and evaluation, grant development, and other areas, as needed.

Supervises and directs strategic initiative and priority special projects of the County Superintendent  
[REDACTED]

of Schools or designee.

Provides expert guidance to programs on project coordination activities to implement work plans,  
[REDACTED]

Forming and managing partnerships, teams, and people;

[REDACTED]

Collecting and assembling data and navigating assigned software systems;

Budget preparation and control;

Oral and written communication skills;

Applicable laws, codes, rules, regulations, policies, procedures, contracts, state and federal laws, codes

[REDACTED]

and regulations relating to public, private, and philanthropic grant development agencies;

[REDACTED]

[REDACTED]

Model- Inclusive, effective, and authentic communication:

[REDACTED]