

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER RESEARCH, EVALUATION AND PLANNING

Basic Function:

Under the direction of an assigned manager, represents the County Superintendent and County Office in various complex, multi agency research and evaluation projects; serves in an advisory capacity to the Superintendent, County Office personnel and designated community and agency partners; performs project management and leads implementation through collaborative project leadership; provides expert guidance and recommendations to research and evaluation programs across the County Office as well as for districts and outside agency partners.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Manages evaluation and research functions for the County Office, monitors research projects and initiatives; plans, organizes, and manages various evaluation, research, and surveys.

Plans, organizes, and manages the priority special projects of the Superintendent; oversees project coordination activities including developing and implementing research and evaluation projects and coordinating with multiple programs/program directors and stakeholders; identifies metrics and modes of data collection, identifies resources needed for projects; develops RFP and contracts for contract services and oversees contract implementation; develops relationships with outside agencies.

Develops appropriate strategies to share information such as reports, websites, webinars, and other conference calls or other activities

as requested.

Develops strategic plans; establishes goals, builds consensus, and related activities in the development of strategic plans.

Provides technical expertise, information and assistance to the County Superintendent and others regarding project status and related matters.

colleagues in areas related to program development and evaluation, grant development and other areas as needed; participates in various fund and grant development.

Participates in the preparation and monitoring of a diverse operations budget;

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in a related field with course work in research methods, and two years of increasingly responsible experience conducting comprehensive research studies and analytical projects including one year of educational research experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Driving a vehicle to conduct work.

Evening or variable hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of documents.

Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: July 15, 2020



Marisa Perry
Interim Director – HR / Classified Personnel Services

Date: 07/15/20