



SJCOE
EDUCATE · INNOVATE · INSPIRE

Job Description

POSITION TITLE: Coordinator IV, Multimedia Coordinator #6134
Center for Education Development and Research (CEDR)

SALARY PLACEMENT: Management Salary Schedule
Range 14

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree or higher with a concentration in computer-related technology and/or Business Administration or equivalent experience in management of multimedia technology projects.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of Project Management and/or Business Management experience. Possess a Master's Degree with a concentration in computer-related technology and/or Business Administration or equivalent experience in management of multimedia technology projects.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in, setting agendas, and coordinating/conducting meetings and trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Accomplish department objectives by managing staff; planning and evaluating department activities. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties. Knowledge of project management, including, but not limited to requirements gathering, scope analysis, cost analysis, developing milestones and timelines. Knowledge of multimedia technology, graphics and web development. Ability to manage a diverse team to achieve department goals and objectives.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under the general direction of the CEDR Division Director, work with the Division Director to sustain and grow programs and services. Accomplish department objectives by managing staff, planning, and evaluating department activities. Manage multimedia functions to ensure smooth and efficient operations for the multimedia team.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.

6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Generate quotes and write contracts for outside projects.
14. Supervise students.
15. Maintain multimedia staff by recruiting, selecting, orienting, and training employees.
16. Maintain a safe, secure, and legal work environment.
17. Develop personal growth opportunities for staff.
18. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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