



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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**POSITION TITLE:** Project Liaison I #6201  
CodeStack  
Office of the Superintendent

**SALARY PLACEMENT:** Management Salary Schedule  
Range 1

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a High School diploma or equivalent and/or experience that demonstrates an expertise in working with educational organizations and/or business and industry.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Two years of experience developing office procedures, and records management. Bilingual, Spanish preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to oversee, lead, and train staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to travel based on program and training needs. 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.

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

Knowledge of planning, organizing and oversight of all aspects of the CodeStack Annual Conference.

**DISTINGUISHING CHARACTERISTICS:**

The Project Liaison series represents entry level management positions and has two levels.

**SUMMARY OF POSITION:**

Under direction of the Division Director of CodeStack and the Director II of Support Services, the Project Liaison I, will support the implementation, continuance, and/or upgrading of the existing programs to include: Hackathon, CodeStack Annual Conference, all meetings and presentations within the organization and outside entities, and oversight of existing office space.

**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 in, coordinate, and/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.
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. Facilitate and coordinate all aspects of the CodeStack office.
14. Provide support for the Division Director; coordinate flow of communications; draft correspondence and other material as requested by Division Director.
15. Provide support for Senior Leadership Team and attend weekly stand-up meetings.
16. Attend to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment and confidentiality.
17. Attend work-related conferences and seminars.
18. Flexible work schedule.
19. 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 environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.