



SANTA BARBARA COUNTY EDUCATION OFFICE PERSONNEL COMMISSION

CLASS TITLE: CHILDREN'S CREATIVE PROJECT MANAGER

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Educational Services, and in coordination with the Board of Directors for the Children's Creative Project, perform a wide range of advisory, administrative, research, planning and facilitation tasks as required for the Children's Creative Project programs.

REPRESENTATIVE DUTIES:

1. Meet with Executive Committee to identify and plan specific program and funding goals and objectives; prepare proposed programs and budgets for approval.
2. Provide the Board of Directors with leadership in the planning, direction and management of the Children's Creative Project including board and committee member recruitment and agenda preparation.
3. Research, write, implement and monitor grant proposals for local, state and federal government, school district, foundation and corporate sources.
4. Plan, coordinate and implement fund raising activities and sales; make presentations to community funding organizations, school administrators, staff and school boards.
5. Meet with program committee, school district staff and other arts and community organizations to develop long and short range program plans, curriculum development and budgets.
6. Schedule, coordinate and oversee performance events, classes and special parent/child and teacher workshops, and art exhibitions; coordinate programs with other arts organizations and community agencies and provide services.
7. Work with Public Information Office to publicize programs to teachers, school administrators and the community; organize tours of programs, activities and events.
8. Plan, prepare, monitor and administer assigned program budgets.

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9. Select, train, supervise and evaluate assigned personnel including volunteers and consultants.
10. Attend workshops, conferences, meetings and seminars in assigned areas; represent the Office of the County Superintendent on community activities as required.
11. Perform other related duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Role, services and programs of the office of the County Superintendent of Schools as they related to school districts, community agencies, county government, state offices and national organizations.

County Office organization, operations, policies and objectives.

Technical aspects of field of speciality.

Grant writing procedures and evaluations.

Fund raising techniques.

Group facilitation techniques.

Principles and practices of administration, supervision and training.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Training and work direction techniques.

Oral and written communication skills.

Ability to:

Perform varied and complex administrative tasks.

Gather and summarize research information.

Initiate, plan and implement new projects as assigned.

Work cooperatively and maintain effective working relationships with school districts, community, business/industry partners and co-workers.

Work independently.

Manage a variety of tasks concurrently.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Demonstrated success in a responsible position at a similar level and any combination equivalent to an AA Degree in a field related to assigned duties and 4 years experience in a management or supervisory position in a related field.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class must possess a valid California drivers license and insurance coverage as required by the Santa Barbara County Education Office.

WORKING CONDITIONS:

Typical office and classroom environment; travel from site to site.

APPROVED BY THE PERSONNEL COMMISSION: September 22, 1988