

SAN MATEO COUNTY OFFICE OF EDUCATION COORDINATOR, SAFE ROUTES TO SCHOOLS

JOB SUMMARY:

Under the direction of an assigned Program Administrator, plan and direct a Safe Routes to Schools (SRTS) Program including services provided by contractors; manage communications, contracts, compliance functions and information to schools and assure effective Program activities; supervise and evaluate the performance of assigned personnel; manage the Program budget.

ESSENTIAL DUTIES:

- Direct the implementation of the County Office of Education's SRTS Program; direct related trainings, meetings and workshops to enhance participation; direct and participate in the preparation and development of materials; oversee consultants and trainers;
- Plan and direct SRTS activities including biking, walking, carpooling and classroom instructional units; establish and maintain Program time lines and priorities;
- Coordinate contracts, compliance functions and communication to reduce air pollution and traffic congestion and encourage walking and biking;
- Monitor services provided by contractors;
- Visit school sites to observe classroom activities, confer with staff, provide technical support and review documentation;
- Implement collaborative service delivery with other agencies including school districts, the County Health System, the City/County Association of Governments and community non-profit organizations;
- Develop, implement and conduct trainings for parents and professional development activities for staff;
- Convene and facilitate a Policy Advisory Committee and an Operations Committee that will provide feedback and input on the Program; prepare the budgets for the SRTS Program and related contracts; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain Program funding as directed;
- Participate in a variety of outreach activities to enhance community awareness of and participation in SRTS;
- Prepare and maintain a variety of records based on requirements and within established time lines;
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Public school policies and operating practices, and curriculum and instruction;
- Planning and organizational procedures needed to conduct activities successfully;
- Principles, practices and procedures involved in providing effective SRTS activities that result in positive changes in values, attitudes and behavior toward walking and biking;
- Practices and procedures involved in the development and negotiation of contracts. Applicable laws, regulations, policies and procedures;
- Budget preparation and control;
- Oral and written communication skills;
- Principles and practices of administration, supervision and training;
- Interpersonal skills using tact, patience and courtesy;
- Public relations techniques;
- Operation of a computer and assigned software.

SKILLS AND ABILITY TO:

- Analyze, plan, organize and direct SRTS operations and activities including services provided by contractors;
- Coordinate and direct communications, contracts, compliance functions and information to meet community, environmental, transportation and safety needs;
- Provide consultation, training and technical assistance concerning services;
- Visit school sites to observe activities, confer with staff, provide technical support, review documentation and ensure project goals are being met;
- Direct the implementation of the SRTS Program related trainings, meetings, workshops and resources to enhance participation;
- Prepare, develop, negotiate, implement and monitor contracts and services to assure compliance with requirements and specifications;
- Manage and monitor budget;
- Attract and secure Program funding and resources;
- Supervise and evaluate the performance of assigned personnel;
- Work collaboratively and effectively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;
- Facilitate groups in planning, problem-solving and decision-making;
- Communicate effectively both orally and in writing;
- Plan and organize work to meet schedules and time lines;
- Work independently with little direction;
- Interpret, apply and explain laws, regulations, policies and procedures;
- Prepare and maintain a variety of narrative and statistical reports and records;
- Operate a computer and assigned office equipment.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.