

SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission

Director, Partners in Education

Basic Function

Under the direction of the Deputy Superintendent of Schools, coordinate the activities of Partners in Education. Responsibilities include: liaison between the Superintendent and community agencies; encourage development of community-related projects; programs and grants; represent the Superintendent in the community; assist school districts utilizing community resources and supervision of staff as needed.

Essential Duties and Responsibilities

- Represent the Superintendent and the Santa Barbara County Education Office in a professional and collegial manner.
- Foster business-education partnerships to maximize the use of community resources.
- Manage and structure internal committees and the Partners in Education board.
- Serve as office representative on external community committees, advisory boards, and coalitions as appropriate.
- Provide community resource information to county staff, districts, parents and students.
- Prepare and monitor the annual budgets and financial transactions.
- Oversee the collection and analysis of data for purposes of budget, program, and sponsorships.
- Direct and monitor fundraising, grant-writing, and corporate sponsorships.
- Coordinate collaboratively with external programs and with internally shared staff and resources.
- Supervise and evaluate all assigned staff, volunteers, and interns; monitor consultants as needed.
- Perform other related duties as assigned.

Qualifications

- **Knowledge and Skills**
Working knowledge of: County Office organization, operations, policies and objectives; services and programs of the Office as they relate to school districts, community agencies, local government agencies and the California Department of Education. Knowledge of: the Santa Barbara community, community resources, and community education; best practices in public relations and public speaking; grant writing procedures and fund raising techniques; best practices in group facilitation techniques and strategies; effective supervision strategies and techniques; different socio-economic groups and cultures. Skills in: conflict mediation; correct English usage, grammar, spelling, punctuation and vocabulary; operation of office machines including computer equipment and software; clear and precise oral and written communication.

- **Abilities**

Ability to: identify and develop linkages and partnerships with community agencies and resources; multitask performing varied and complex administrative duties; utilize resources in gathering and summarizing complex data and research information; initiate, plan, and implement projects; make public presentations to a wide variety of stakeholders; formulate and articulate complex ideas and concepts to a variety of audiences; work independently; work cooperatively and maintain effective working relationships with school districts, community, business/industry partners and co-workers; consistently meet timelines; assess the needs for the community, district schools, Partners in Education, and partnership programs.

- **Physical Abilities**

Requires ordinary ambulatory skills to travel to outside offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires sufficient auditory skills to carry on conversations in person and over the phone and project voice to a large audience. Requires sufficient hand-arm-eye coordination to use a personal computer keyboard.

Education and Experience

Bachelors degree and two years experience in a highly responsible administrative position, including one year experience working with locally-based foundations, nonprofits and/or community organizations OR Associates Degree in a communications, business, education, management related or related field and four years of required experience.

Licenses and Certificates

As incumbent may travel to different sites and locations within the county, the Office requires possession of a valid California Class C driver's license and insurance coverage as required by law.

Working Conditions

Office environment where minimal safety considerations exist; frequent evenings and weekends attending events and meetings.

APPROVED BY THE PERSONNEL COMMISSION:	March 24, 2005
REVISED BY THE PERSONNEL COMMISSION:	May 26, 2005
	June 23, 2005
	September 25, 2014