

Job Description for Merced County Business Education Alliance Project Manager

The individual in this position will be responsible for delivering the following project components within the project timeframe:

- A long-range telecommunications plan for Merced County, focusing on soft infrastructure, which results from full stakeholder involvement.
- A footprint for a Center of Excellence for Technology in Education in Merced County which results from full stakeholder involvement.
- \$124,000 in grant funding to match funding contributed by the Alliance, local education agencies individually, Motorola and the Workforce Investment Board.
- Sufficient grant funding to allow for an additional year's employment for the project director position and the startup of the Center of Excellence project.

Amount of contract: \$58,500 over six months

The above project components will be delivered in a six-month timeframe in partnership with Motorola, Inc., the Merced County Education Business Alliance, and the Workforce Investment Board of Merced County. The position reports directly to the Executive Director of the Merced County Education Business Alliance.

The following are desired traits of the project manager:

1. Experienced project manager who is familiar with the challenges of working in conjunction with long distance partners. Comfortable with technologies (email, videoconferencing, pagers, etc.) that could facilitate communication.
2. Able to identify and work collaboratively with key stakeholders. Individual should be able to communicate effectively with all levels of personnel in the stakeholder groups and understand their unique issues and concerns (politically savvy). The ideal candidate has a good network of state and regional contacts that could be called upon for information as needed.
3. Excellent oral and written communication skills. Grant writing experience.
4. Able to analyze and summarize qualitative data.
5. General understanding of technical resources in Merced County and, ideally, in California as a whole.
6. Good facilitation skills.
7. Familiar with use of technology in educational settings for various needs such as curriculum, administration, safety/security, and facility maintenance.
8. General understanding of K-16 education system.
9. Understands the importance of trust in working relationships and willing to take risks.

Required experience:

1. 5 or more years specific experience working in the field of education above the teacher level, district or county level experience preferred, with experience in strategic planning
OR
5 or more years specific experience in long-range planning in/for public agencies
2. BA or higher, MA desired
3. Demonstrated experience coordinating people with technical experience outside your area of expertise,
OR
Specific demonstrable technical knowledge of telecommunications.
4. Successful grant writing experience.
5. Willingness to travel and work night and weekend hours in process of delivering this contract.