

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED JUNE 2006**  
**RANGE: 47.5**  
**TECHNICAL/SPECIALIST SERVICES SERIES**  
**CLASSIFIED**  
**CODE: NONE**

**CSIS – PROJECT TECHNICIAN**  
**(California School Information Services)**

**DEFINITION**

The CSIS – Project Technician, working under the supervision of CSIS senior management, provides administrative support for the CSIS Program and its multiple project awards;

creates reports for administrative operations and support staff;

tracks expenditures;

and assists CSIS Project Managers and other CSIS Program managers in tracking and assessment of project status.

**EXAMPLES OF DUTIES**

Provide assistance in carrying out formal processes such as CSIS Project Awards, Requests for Information (RFI), and Requests for Proposal (RFP);

track payments to LEAs for Project Deliverables and prepare requests for payments as deliverables are completed;

assist the CSIS managers and CSIS Accountant in procurement of supplies, equipment, and subscriptions, including monitoring purchasing to ensure timely processing and maintaining software licenses;

act as CSIS Program librarian, ensuring that the CSIS Program Documents Library is properly maintained;

work at the direction of CSIS Program managers to provide timely and accurate reporting of CSIS Program information to the CSIS Chief Operations Officer, and as directed to key stakeholders and external oversight entities;

provide program communications to the CSIS Chief Operations Officer, other CSIS managers and staff, and key stakeholders;

serve as a cooperative and contributing member of the CSIS Program Office team;

complete other duties as assigned.

**QUALIFICATIONS**

Knowledge of:

Knowledge of and proven written and verbal communication skills.

Ability to:

Ability to be detail oriented, and organized;

work within a team to coordinate multiple project areas and entities;

maintain constructive relationships with all stakeholders as directed;

understanding of the K-12 schools helpful.

Experience:

Minimum of one-year experience in support of project and staff operations;

experience monitoring contracts and processing payments;

experience using the web (Internet Explorer, Netscape Navigator);

experience with PC platform and personal productivity tools.

Education:

Graduation from an accredited two-year college with a major in business, communications or related field.

Additional experience may be substituted for the degree requirement.

Condition of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rw

6/27/06

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Previously: CSIS Administrative Technician