



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Administrator, Family Support Services

**Class Code: 1504
Work Days: 225**

GENERAL PURPOSE

Manage, supervise, plan, and coordinate the activities and operations of the Family Support Services Alternative Payment Program; serve as a resource to school districts and other agencies to link families to child care and community services promoting student success and well-being. Coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide highly responsible and complex staff assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over managerial, supervisory, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Develop and implement goals, objectives, policies, priorities, and strategic plan; identify resource needs; establish schedules and methods for providing specialized services; recommend and implement policies and procedures.
 2. Assist with coordination of services, resources, and technical assistance to schools, districts, and community agencies focused on student achievement and well-being.
 3. Coordinate the activities of the Family Support Services and Alternative Payment Program.
 4. Coordinate assigned activities with other Divisions, outside agencies, businesses, and the general public.
 5. Provide outreach to schools and community agencies.
 6. Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including the development of various training programs and services within the Division.
 7. Select, train, schedule, supervise, lead, and evaluate assigned staff; provide resources and guidance to support staff success; work with employees to improve performance.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

8. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
9. Plan, prioritize, assign, and review the work of staff responsible for providing subsidized childcare services; prepare work schedules for appropriate staff.
10. Develop and administer the programs' budgets; forecast and seek additional funds.
11. Develop and implement a variety of training programs, workshops and meetings; provide consultation and technical assistance to schools, school districts, and community agencies.
12. Attend and participate at meetings held at school districts, outside agencies, businesses, and various organizations in order to manage and supervise areas of responsibility; prepare and present staff reports and other necessary correspondence to a variety of educational, business, and other governmental agencies.
13. Represent OCDE and actively participate in a broad array of subsidized state and federal programs.
14. Develop, lead, and participate in professional development at division meetings.
15. Attend and participate in professional group meetings; remain knowledgeable of new trends and innovations in the field of education; direct the development and implementation of financial funding and grants to support the programs of the Division.
16. Demonstrate attendance sufficient to complete the duties of the position as required.
17. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**Knowledge of:**

1. Procedures, methods, and techniques of project and workflow management and organization.
2. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
3. Evaluation and assessment techniques used in determining proper program management methods.
4. Modern and complex principles and practices of program development and administration.
5. State and federal funding processes.
6. Principles and practices of budget preparation and control.
7. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Plan, direct, and coordinate programs.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional, and technical employees; effectively delegate authority and responsibility.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.

Ability and Skill to:

4. Establish and maintain effective working relationships with various constituencies.
5. Interpret and explain laws, codes, contracts, policies, and procedures.
6. Develop and present training materials.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training, and Experience:

Bachelor's Degree from an accredited college or university with major course work in early childhood development programs including state-funded centers and alternative payment programs, and five years of managerial or administrative experience in early childhood development programs including state-funded centers and alternative payment programs.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

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