



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

Administrator, Inside the Outdoors

Class Code: 1668

Work Days: 225

GENERAL PURPOSE

Manage, supervise, lead, and coordinate the activities and operations for Inside the Outdoors (ITO) within the Educational Services Division; coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide 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, technical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being 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, and strategic plan; identify resource needs; establish schedules and methods for providing specialized services; and recommend and implement policies and procedures.
2. Provide leadership and oversight for the Orange County Department of Education's (OCDE) Inside the Outdoors program, including directing operational activities, developing funding, and programmatic partnerships, and cultivating ITO replicable program models that can be promoted to regional and national networks.
3. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
4. Participate in the development and administration of program budgets; forecast and seek additional funds needed, and recommend adjustments as necessary.
5. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
6. Attend and participate in professional group meetings; remain knowledgeable of new trends and innovations in the fields of environmental and STEM education, environmental and climate literacy, and technological services; and direct the development and implementation of financial funding and grants to support the programs of the Division.
7. Attend and participate at meetings held at school districts, outside agencies, businesses, and various organizations, in order to manage and supervise areas of responsibility; and prepare and present staff reports and other necessary correspondence to a variety of educational, business, and other

governmental agencies.

8. Oversee the development of program curricula to align with best practices in environmental and STEM education.
9. Coordinate strategic planning for Inside the Outdoors Foundation (ITOF); develop and monitor proposals for contracts and grants.
10. Direct and coordinate ITO public relations and communications through earned and social media.
11. Participate in OCDE's continued effort to provide leadership in technology and assist staff and Orange County school districts in the use of technology as a tool to improve student performance, staff training, program implementation, and general communication.
12. Demonstrate attendance sufficient to complete the duties of the position as required.
13. Perform related duties similar to above in scope and function 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. Current trends and best practices for nonformal science education and environmental literacy education.
4. Evaluation and assessment techniques used in determining proper teaching and educational methods.
5. Principles of marketing through public relations, earned media, and social media.
6. Principles of fundraising and development.
7. Southern California business climate.
8. Government and nonprofit protocols and regulations.
9. Modern and complex principles and practices of fundraising strategy trends.
10. Principles of budget preparation and control.
11. Effective staff development, training, and coaching for enhanced performance.
12. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Plan, direct, and coordinate programs in formal, nonformal, and informal settings.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional and technical employees; and effectively delegate authority and responsibility.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs and align program content with current educational trends and standards.
5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.

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7. Develop and present training materials; and present information effectively in front of both large and small groups.
 8. Prepare clear and concise correspondence, reports, and other written materials.
 9. Analyze problems, identify alternative solutions, project consequences of proposed actions, implement recommendations in support of goals, and communicate clearly and concisely, both orally and in writing, in English.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a master's degree in fundraising, nonprofit management, business development, STEM education, environmental education, or a related field and five (5) years of experience in environmental education and/or a nonprofit fund development program; or an equivalent combination of training and experience.

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.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods, and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and may move items weighing up to 25 pounds.

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 essential functions.

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