



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

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**Coordinator, Funding & Partnership Services**

**Class Code: 1360**

**Work Days: 210**

**GENERAL PURPOSE**

Coordinate and provide specialized services in support of Funding and Partnership Services; assist Orange County Department of Education (OCDE) program and management staff with coordinating collaborative partnerships and with the grant development, writing, approval, and submission process; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives general supervision from higher-level management staff.
2. Exercises direct supervision over management, professional, 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. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Collaborate with OCDE staff and community agencies in the development of competitive funding proposals.
  3. Plan, prioritize, and provide technical support and training to teams developing funding proposals.
  4. Research funding opportunities and available grants to support programs for students in Orange County.
  5. 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.
  6. Coordinate collaborative partnerships with OCDE and business and community partners to meet that partner's goals.
  7. Coordinate strategic planning for fund development committees.
  8. Coordinate with Business Services Division to develop grant budgets and obtain approvals.
  9. Coordinate with a non-profit fiduciary agency to submit proposals, accept charitable donations, and report to non-public entities.
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10. Participate in the preparation and administration of the program budget, submit budget recommendations, and monitor expenditures.
  11. Plan and exchange information with other professionals within the educational community.
  12. Demonstrate attendance sufficient to complete the duties of the position as required.
  13. Attend local and non-local conferences, trainings, and division meetings and serve as an OCDE representative as necessary for program and staff enhancement and enrichment.
  14. Perform related duties similar to the above in scope and impact as required.

### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

#### **Knowledge of:**

1. Basic operations, services, activities, and guidelines of OCDE Programs.
2. Principles of funding and development.
3. Recent research and trends related to the development of competitive proposals.
4. Government and non-profit protocols and regulations.
5. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
6. Procedures, methods, and techniques of project and workflow management and organization.
7. Evaluation and assessment techniques used in determining effective funding and development strategies.
8. Community and county systems and services as they relate to students, including achievement, behavior, and social-emotional health.
9. Federal, state, and local codes; current trends, mandates, and related state and federal requirements.
10. Basic procedures, methods, and techniques of the budget process.
11. Recent developments, current literature, and sources of information related to students.
12. Community-based organizations, educational agencies, law enforcement agencies, Probation and Social Services agencies, and other organizations related to the services received by Orange County youth.

#### **Ability and Skill to:**

1. Administer departmental policies related to grant protocols.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate 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.
4. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
5. Establish and maintain effective working relationships with various constituencies.

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6. Understand, interpret, and explain laws, codes, contracts, policies, and procedures.
  7. Develop and present training materials.
  8. Prepare clear and concise correspondence, reports, and other written materials.
  9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
  10. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in education, alternative education, counseling, social work, or a related field and four (4) years of experience in school and/or community-based programs including experience in competitive proposal writing; 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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### **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 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 variably-paced with high pressure.