



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

Director State and Federal Programs

Class Code: 1651

Work Days: 225

GENERAL PURPOSE

Direct, manage, supervise, and coordinate the activities and operations for local, state, and federal programs; coordinate assigned activities with other units, divisions, ACCESS school sites, and outside agencies; and provide administrative support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff
2. Exercises direct supervision over 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. 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. Coordinate organization, staffing, and operational activities for state and federal programs.
 3. Serve as a resource to district and county office staff in the implementation of state and federal programs and provide training, guidance, and recommendations on appropriate use of state and federal funds.
 4. Collaborate with Fiscal Services staff to ensure appropriate allocation of funds in federal and state budgets.
 5. Participate in the development of curriculum and instructional techniques, supplementing the training of instructional staff.
 6. 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.
 7. Represent the Division of Alternative Education at conferences and departmental meetings.
 8. Participate on a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations related to state and federal programs.
 9. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
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10. Develop and administer the budget for state and federal programs; project funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
 11. Assist in the coordination of services to be provided by Orange County Department of Education (OCDE) partners and community-based agencies; coordinate training and implementation.
 12. Research and respond to questions and concerns from instructional and administrative staff regarding state and federal programs.
 13. Oversee Federal Program Monitoring for OCDE.
 14. Manage the development, implementation, and monitoring of OCDE's Local Control and Accountability Plan.
 15. Develop recording and documentation systems as needed under contract guidelines and state and federal program requirements; compile reports and statistical information required for evaluation of program effectiveness and planning of duties.
 16. Promote state and federal programs as well as instructional events that may include guest speakers; oversee the development of flyers, pamphlets, and brochures.
 17. Demonstrate attendance sufficient to complete the duties of the position as required.
 18. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Operations, services, activities, and guidelines of state and federal programs.
2. Recent developments, current literature, and sources of information related to state and federal programs.
3. Community-based organizations, educational agencies, law enforcement agencies, and other local, state, and federal agencies related to the program.
4. Pertinent federal, state, and local legislative regulations.
5. Procedures, methods, and techniques of project and workflow management and organization.
6. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
7. California Education Code, California Administrative Code, and the policies, rules, and regulations of the Orange County Department of Education.
8. Procedures, methods, and techniques of budget control.
9. Modern principles and practices of program development and implementation.

Ability and Skill to:

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

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3. Plan, organize, and administer complex activities and services required by state and federal programs.
 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:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a master's degree in education, administration studies, or a related field and six (6) years of experience with federal and/or state programs or grant-funded program operations.

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 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.