



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

Manager, Inside the Outdoors Education Support

Class Code: 1641

Work Days: 225

GENERAL PURPOSE

Assist in the planning, organization, and implementation of the activities and operations of the Orange County Department of Education's Inside the Outdoors programs 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 technical and/or 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; and implement policies and procedures.
 2. Assist in the planning, organization, and implementation of operational activities for Inside the Outdoors programs.
 3. Develop curriculum, administrative manuals, and forms.
 4. Assist in writing grant proposals.
 5. Collaborate with program administration to create community and marketing programs and recommendations in immediate and long-range planning and decision-making.
 6. Assist in the development and fulfillment of partnership activities, including with Inside the Outdoors Foundation and municipal partners.
 7. Maintain records pertaining to programs and activities; compile reports and statistical information needed for evaluation and assessment of program effectiveness and make recommendations for program direction.
 8. 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.
 9. Ensure maintenance of equipment and supplies.
 10. Maintain records pertaining to programs and activities; compile reports and statistical information needed for evaluation and assessment of program effectiveness and make recommendations for program direction.
 11. May participate in the teaching of programs as needed.
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12. Demonstrate attendance sufficient to complete the duties of the position as required.
 13. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Environmental education and community programs.
2. California curriculum frameworks.
3. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
4. Pertinent laws, codes, contracts, policies, and procedures.
5. Techniques and procedures for program evaluation and assessment.
6. Techniques necessary to teach the natural and physical sciences.
7. The grant application process,

Ability and Skill to:

1. Direct, plan, organize, and schedule a variety of activities.
2. Keep abreast of environmental education trends.
3. Develop reporting procedures to document, evaluate, and make recommendations regarding the effectiveness of the program.
4. Select, train, lead, coach, direct the work of, supervise, and evaluate technical and clerical employees; effectively delegate authority and responsibility.
5. Establish and maintain effective working relationships with various constituencies.
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 bachelor's degree in education, environmental science, nonprofit management, or a related field and two (2) years of prior experience working with an environment education 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 moderately paced with moderate to high pressure.