



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

Project Assistant, Friday Night Live Programs

**Class Code: 1150
Work Days: 195**

GENERAL PURPOSE

Assist in the development, implementation, evaluation, coordination, and maintenance of the Orange County Friday Night Live Partnership (OCFNLP); provide overall programmatic support; and provide responsible support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management 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. Assist in the implementation and evaluation of program goals, strategic plan, objectives, and action plans determined by funding agencies and community partners.
 2. Provide technical assistance to advisors and youth to support the development of new and existing Friday Night Live (FNL), Club Live, and FNL Kids chapters; provide support and assistance for chapter member recruitment; leadership development; and project/activity planning, implementation, and evaluation.
 3. Facilitate identified trainings and workshops for youth and advisors; assist in developing trainings and workshops and in event coordination and set-up.
 4. Write articles and develop content to assist in the development of OCFNLP program newsletter, program materials, website, and social media.
 5. Initiate and schedule trainings and presentations with schools, students, parent groups, youth serving organizations, faith-based organizations, and service providers.
 6. Maintain promotional item inventory including organization, cataloguing, and distribution.
 7. Establish and maintain partnerships with schools, community organizations, faith organizations, parent groups, and related agencies.
 8. Maintain program's van and service log including fueling, washing, and vehicle maintenance.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

9. Must demonstrate attendance sufficient to complete the duties of the position as required.
10. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Effective strategies for working with youth related to youth development including resiliency, asset building, and alcohol, tobacco, and other drug prevention.
2. Principles, methods, and technology used by program organizations, law enforcement, and businesses involved with this project.
3. Organizations which would have an interest in and be supportive of the program. Goal planning strategies and the development of objectives, brainstorming and event planning strategies.

Ability and Skill to:

1. Speak effectively before school personnel, youth, and others contacted in the course work.
2. Develop, assess, and act upon goals and objectives.
3. Manage multiple competing priorities efficiently and effectively.
4. Successfully plan, organize, and direct an assigned project from start to finish.
5. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
6. Establish and maintain effective working relationships with various constituencies.
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 Bachelor's degree from an accredited college or university with major course work in health, human services, instruction, or any related field; and experience in effective implementation and communication regarding youth development, resiliency, asset building, and alcohol, and other drug prevention strategies with youth; and with coordinating events.

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 variably paced with variable pressure.

11/00, 4/04, 3/15, 8/17