



**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 assistance 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 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. 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 the 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, cataloging, and distribution.
 7. Establish and maintain partnerships with schools, community organizations, faith organizations, parent groups, and related agencies.
 8. Maintain the program's van and service log, which includes fueling, washing, and vehicle maintenance.
 9. 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. Procedures, methods, and techniques of project and workflow management and organization.
4. Organizations that would have an interest in and be supportive of the program. Goal planning strategies and the development of objectives and event planning strategies.

Ability and Skill to:

1. Speak effectively before school personnel, youth, and others.
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 a bachelor's degree in health, human services, instruction, or any related field and experience in youth development, resiliency, asset building, and/or alcohol, and other drug prevention strategies with youth; 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 the 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 moderate to high pressure.