



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

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**Project Consultant, O.C. Child Care & Development Planning Council**

**Class Code: 1151  
Work Days: 215**

**GENERAL PURPOSE**

Provide staff support to the Orange County Child Care and Development Planning Council (Council). The Council is comprised of volunteers appointed by the Orange County Board of Supervisors and the Orange County Superintendent of Schools, per AB 1542. The mission of the Council is to “mobilize public and private resources and foster partnerships to address the child care and development needs of Orange County children, families, and providers.” Coordinate, organize, and maintain the activities of the Council in Orange County in meeting the mandates set forth in the Education Code; and provide responsible support to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives general supervision from higher level management staff.
2. May exercise direct supervision over technical and clerical 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. 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. Assist the Council to achieve goals and objectives and fulfill legislative matters.
  3. Facilitate and implement activities of Council in coordination with the Executive Committee.
  4. Provide staff support to Executive Committee meetings.
  5. Provide staff support to Council committees and task forces.
  6. Provide staff support to the activities of the Council which may include preparation of meeting notices, meeting notes, attendance records, quarterly reports, and Council agendas.
  7. Collect, compile, and update information required for the countywide comprehensive child care plan and other reports required by the Council.
  8. Monitor Council in fulfilling grant requirements and prepare reports to California Department of Education.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

9. Establish schedules and methods to ensure the work of the Council is accomplished.
10. Serve as liaison between the California Department of Education (CDE) Child Development Division (CDD) and Council; between CDD contractors and Council; and between community agencies and Council.
11. Coordinate special meetings, retreats, workshops, and community forums.
12. Research and write grant proposals for future Council funding.
13. Attend meetings or relevant conferences and prepare written and/or oral reports.
14. Review relevant legislation and provide summary reports.
15. Must demonstrate attendance sufficient to complete the duties of the position as required.
16. Perform related duties similar to the above in scope and function as required.

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

### **Knowledge of:**

1. Pertinent federal and state laws relating to child care and development funding and program implementation.
2. Basic child development program procedures as related to state-funded programs.
3. Early care and education programs and delivery systems.
4. Techniques of public relations and public speaking.
5. Principles of organization necessary to research and analyze data and legislation for required reports.

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

1. Manage multiple competing priorities efficiently and effectively.
2. Successfully plan, organize, and direct an assigned project from start to finish.
3. Provide leadership and help coordinate work with individuals, community agencies, and parents to complete the work of the Council.
4. Define problem areas, evaluate data and coordinate, organize, and maintain activities.
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. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
8. Develop and present training materials.
9. Prepare clear and concise correspondence, reports, and other written materials.

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**Ability and Skill to (cont.):**

10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
11. 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 human services or any related field; and project management experience in early care and education programs or related areas and experience working with volunteer groups, governmental, and/or community agencies.

**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 moderate to high pressure.

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1/99, 2/05, 7/17