



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

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**Project Liaison, College & Career Preparatory Academy**

**Class Code: 1538**

**Work Days: 225**

**GENERAL PURPOSE**

Facilitate and coordinate activities and programs for the Alternative Education Division's (ACCESS) College and Career Preparatory Academy (CCPA), including business, college, and community relations; lead or participate in special projects and/or working groups; and provide 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. 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. Provide support to management staff on various CCPA projects; conduct research, schedule and coordinate meetings, draft reports, and monitor and report on projects to stakeholders and management as appropriate; act as lead for less complex projects.
  3. Proactively seek and establish successful partnerships with workforce providers (WIOA, OCCC), community colleges, employment agencies, career education programs, adult education programs, non-profit agencies, apprenticeship programs, and business leaders; determine prospects; make targeted phone calls; participate in events; develop and distribute materials, and follow-up to answer questions and solidify relationships.
  4. Assist in planning, developing, and conducting communications activities to enhance community awareness of OCDE and CCPA mission and vision; create content for news releases, blogs, social media, and other outlets.
  5. Assist with coordinating activities with business and community partners and other divisions; and work with all levels of staff and business and community partners to direct, assist, and explain CCPA projects and programs as needed.
  6. Represent ACCESS and CCPA at meetings; make presentations in small and large group settings.
  7. 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.
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8. Maintain records pertaining to program services and budgets, compile reports and statistical information needed for evaluation of program effectiveness, reporting purposes, and planning of duties.
  9. Attend conferences, trainings, and meetings to remain abreast of current related information.
  10. Demonstrate attendance sufficient to complete the duties of the position as required.
  11. Perform related duties similar to the above in scope and function as required.

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

##### **Knowledge of:**

1. Community-based organizations, education agencies, private organizations, and businesses that may be partners of the program.
2. Methods used to organize and promote programs and activities.
3. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
4. Recent developments, current literature, and sources of information related to Adult Education and trends in key industry sectors.
5. Principles, methods, and techniques of research.
6. Principles and practices of customer service.
7. Pertinent federal, state, and local laws, codes, and regulations.

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

1. Manage multiple competing priorities efficiently and effectively.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; and effectively delegate authority and responsibility.
3. Successfully plan, organize, and direct an assigned project from start to finish.
4. Promote and market CCPA programs, activities, and events.
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.
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; and present information effectively in front of both large and small groups.

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### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in business administration, public administration, or a related field and three (3) years of experience in organizing programs and activities 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 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 pressure.