



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

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**Project Liaison Friday Night Live**

**Class Code: 1666**

**Work Days: 195**

**GENERAL PURPOSE**

Support the implementation and coordination of the Orange County Friday Night Live Partnership (OCFNLP) for districts and community organizations; provide training and technical assistance to school and community program staff and youth; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. May exercise 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. Support the implementation of youth development programs under the direction of higher level management staff.
  3. Develop presentations, trainings, and program materials.
  4. Conduct trainings and workshops for school sites, community members, and youth.
  5. Assist in the planning, organization, scheduling, and facilitation of meetings and events.
  6. Provide technical assistance and support to school districts and community organizations related to substance use prevention, youth development, and the OCFNLP.
  7. Encourage and promote increased participation in Friday Night Live; perform outreach to schools and community partners; make presentations to schools, student groups, PTAs, and other community-based organizations.
  8. Oversee the implementation of the Orange County Youth Council and other countywide leadership opportunities for youth.
  9. Organize, input, and manage data related to assigned projects; and develop reports for funding agencies.
  10. Assist with the maintenance and expansion of social media presence and program websites.
  11. Attend conferences, trainings, and meetings to remain abreast of current health education, youth development, and prevention strategies.
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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 function as required.

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

#### **Knowledge of:**

1. Effective strategies for working with students, educators, and community members in health, safety, and prevention programs, including health education, school wellness, positive youth development, family and community engagement, and alcohol, tobacco, and other drug prevention.
2. Group facilitation methods for various audiences, including students, educators, and community members.
3. Community-based organizations, education agencies, other local agencies, and private organizations and businesses that may be partners of the program.
4. Action planning and event planning strategies, including the development of goals, objectives, and brainstorming activities.
5. Recent developments, current literature, and information sources related to substance use prevention and youth development.
6. Principles and practices of promoting and marketing substance use prevention and youth development programs.
7. Social media platforms and outreach strategies.
8. Pertinent federal, state, and local laws, codes, and regulations.

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

1. Manage multiple competing priorities efficiently and effectively.
2. Successfully plan, organize, and direct an assigned project or event from start to finish.
3. Solve complex problems under pressure and make effective decisions.
4. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
5. Establish and maintain effective working relationships with various constituencies.
6. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. 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 elementary or secondary education, health education, child and adolescent studies, counseling, or a related field and three (3) years of experience with in youth development programs, school-based programs, elementary or secondary education; 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.