



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

Project Manager, Grant Development

**Class Code: 1464
Work Days: 225**

GENERAL PURPOSE

To serve as a resource to OCDE programs and staff related to grant development. Assist OCDE program and management staff with grant development, writing, and submission process and provide a variety of technical tasks in support of assigned programs.

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 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. Act as a resource to OCDE programs and staff related to grant development; conduct research into potential funding sources; and liaison with community agencies, faith based organizations, and other community partners.
 3. Provide technical assistance to department staff related to grant development, writing, and submission.
 4. Prepare and analyze data reports, review trends; evaluate and share information to support the development of competitive proposals.
 5. Assist program and management staff in the assessment of priorities and development of action plans.
 6. Complete all documentation and reports required.
 7. Maintain a database and resource file of current and ongoing funding activities.
 8. Plan and exchange information with other professionals within the educational community.
 9. Must demonstrate attendance sufficient to complete the duties of the position as required.
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QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Basic operations, services, activities, and guidelines of OCDE Programs.
2. Current trends, mandates, and related state and federal requirements.
3. Recent developments, current literature, and sources of information related to students.
4. Community-based organizations, educational agencies, law enforcement agencies, Probation and Social Services agencies, and other organizations related to the services received by Orange County youth.

Ability and Skill to:

1. Administer departmental policies related to grant protocols.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Establish and maintain effective working relationships with various constituencies.
4. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
5. Develop and present training materials.
6. Prepare clear and concise correspondence, reports, and other written materials.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
8. 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 education, alternative education, counseling, social work, or a related field and three (3) years of responsible experience in school and/or community-based programs; experience in successful competitive proposal writing

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 moderately paced with variable pressure.

6/15, 7/17