



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

Project Manager, Student Initiatives, Partnerships & Events

Class Code: 1647

Work Days: 225

GENERAL PURPOSE

Assist coordinators of assigned Student Initiatives Partnerships and Events (SIPE) programs/services, serve as a resource to school district community partners; lead or participate in special projects and/or working groups; organize and coordinate administrative operations and activities to ensure a smoothly operating office; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general supervision from higher level management staff.
2. 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 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. Assist in coordinating and administering tasks relative to assigned SIPE program(s).
 3. Plan, coordinate, and participate in the work of staff engaged in providing a variety of administrative support services to achieve department/program and OCDE goals, objectives, and performance measures consistent with OCDE's quality and service expectations; monitor and coordinate timely completion of workflow, tasks, and projects; and develop and maintain calendars and schedules for operations tasks, activities, projects, and meetings.
 4. Ensure adequate staff coverage in work areas/locations; train staff on applicable administrative and operational policies, work processes, and procedures and on uses of specialty software; develop, update, and maintain administrative and operations procedure manuals; serve as an information resource to staff in determining appropriate work methods and processes; attend management staff meetings; and plan and conduct administrative support staff meetings.
 5. Organize and schedule trainings, workshops, and meetings, assist in their development and implementation, and develop and prepare related materials.
 6. 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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7. Provide staff assistance to higher level management staff on a variety of projects: research issues; compile and analyze data; develop reports; make recommendations on policies and procedures; and respond to requests for information.
 8. Provide technical assistance and information to district staff, parent groups, and community groups affiliated with the assigned program(s); provide information on education and related issues.
 9. Facilitate the implementation of program goals, objectives, and action plans.
 10. Identify, recommend, and implement strategies and projects to achieve program(s) goals and objectives.
 11. Enlist the cooperation of members and partner organizations in the development of work plans for contributions, curriculum development, professional development, workshop delivery, technical assistance, and resource management.
 12. Attend conferences and departmental meetings as necessary to develop information for enhancement and enrichment of staff.
 13. Compile reports and statistical information needed for evaluation of program(s) effectiveness and planning of duties.
 14. Promote assigned program(s); prepare program event and marketing materials, including flyers, schedules of events, pamphlets, brochures, and web-based communication.
 15. 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. Community-based organizations, education agencies, law enforcement agencies, other local agencies, and private organizations and businesses that may be partners of the program.
2. Advanced office administrative and management practices and procedures.
3. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
4. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
5. Recent developments, current literature, and sources of information related to assigned program(s).
6. Procedures, methods, and techniques of management and organization.
7. Principles and methods of research.
8. OCDE administrative policies, procedures, and approval processes applicable to payroll, fiscal services, purchasing, travel and training, contract processing, maintenance of public records, and other administrative support activities.
9. Action planning and event planning strategies, including the development of goals, objectives, and brainstorming activities.
10. Pertinent federal, state, and local laws, codes, and regulations.
11. Modern principles and practices of program development and implementation.

Ability and Skill to:

1. Speak effectively before various stakeholders.
2. Manage multiple competing priorities efficiently and effectively.
3. Plan, organize, coordinate, supervise, and oversee the operations and activities of assigned department/program administrative support staff; manage multiple and rapidly changing priorities calmly and efficiently.
4. Successfully plan, organize, and direct an assigned project from start to finish.
5. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
6. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
7. Establish and maintain effective working relationships with various constituencies.
8. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
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.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in education, organization management, business, or a related field and three (3) years of experience in program management 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.