



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

Senior Administrator, Family Services & Medi-Cal Activities

Class Code: 1648

Work Days: 225

GENERAL PURPOSE

Manage, supervise, plan, and coordinate the activities and operations of the Family Support Services Alternative Payment Program and the Medi-Cal Administrative Activities (MAA) programs; coordinate assigned activities with other units, divisions, outside agencies, and the public; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over managerial, supervisory, 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. Develop and implement goals, objectives, policies, priorities, and strategic plan; identify resource needs; establish schedules and methods for providing specialized services; recommend and implement policies and procedures.
 2. Assist with coordination of services, resources, and technical assistance to schools, districts, and community agencies focused on student achievement and well-being.
 3. Coordinate the activities of the Family Support Services and Alternative Payment Program.
 4. Oversee effective implementation of the MAA; prepare and administer the MAA claiming plan for participating districts; and facilitate interagency coordination to improve MAA.
 5. Coordinate assigned activities with other Divisions, outside agencies, businesses, and the general public.
 6. Provide outreach to schools and community agencies.
 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.
 8. Develop and administer the programs' budgets; forecast and seek additional funds.
 9. Develop and implement various training programs, workshops, and meetings; provide consultation and technical assistance to schools, school districts, and community agencies.
 10. Attend and participate in meetings held at school districts, outside agencies, businesses, and various organizations in order to manage and supervise areas of responsibility; prepare and present staff reports
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and other necessary correspondence to a variety of educational, business, and other governmental agencies.

11. Represent OCDE and actively participate in a broad array of subsidized state and federal programs.
12. Develop, lead, and participate in professional development at division meetings.
13. Attend and participate in professional group meetings; remain knowledgeable of new trends and innovations in the field of education; direct the development and implementation of financial funding and grants to support the programs of the Division.
14. Demonstrate attendance sufficient to complete the duties of the position as required.
15. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Procedures, methods, and techniques of project and workflow management and organization.
2. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
3. Evaluation and assessment techniques used in determining proper program management methods.
4. Modern and complex principles and practices of program development and administration.
5. State and federal funding processes.
6. Principles and practices of budget preparation and control.
7. Pertinent federal, state, and local laws, codes, and regulations.
8. Modern and complex principles and practices of accounting and auditing.
9. Procedures, methods, and techniques of budget analysis and preparation.

Ability and Skill to:

1. Plan, direct, and coordinate programs.
2. Develop reporting procedures to document, evaluate, and make recommendations regarding the effectiveness of programs, services, and products.
3. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; and effectively delegate authority and responsibility.
4. Interpret the organizational and Division strategic plan and create relevant goals and plans for assigned areas.
5. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
6. Establish and maintain effective working relationships with various constituencies.
7. Interpret and explain laws, codes, contracts, policies, and procedures.
8. Develop and present training materials.
9. Prepare clear and concise correspondence, reports, and other written materials.

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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 business, public administration, or a related field and five (5) years of experience in management and/or early childhood development programs, including state-funded centers and alternative payment programs; including supervisory experience; 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 fast-paced with high pressure.