



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

Manager, Alternative Education Operations

**Class Code: 1265
Work Days: 225**

GENERAL PURPOSE

Plan, organize, direct, and supervise the operational functions of the Division of Alternative Education; 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 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. Coordinate the efforts of all Alternative Education Operations Units including Attendance & Records, Budget, Facilities, Human Resources, Technical Support, and Operations Administration.
 3. Maintain schedules relating to Operations Unit task, activities, and projects. Relay information, coordinate workflow, and monitor timelines and staff availability.
 4. Monitor and track Alternative Education Operations Unit Budget; maintain related records and documentation; confer with individual Operations unit managers regarding budget matters; relay information and act a major resource to Operations management staff regarding budgets.
 5. Coordinate and facilitate transportation of minors in Alternative Education programs including Vehicle maintenance and monitoring drivers.
 6. Coordinate, create, and implement mail/courier and maintenance custodian services for Alternative Education.
 7. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

8. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
9. Plan, prioritize, assign, and review the work of staff responsible for providing operations services within Alternative Education; prepare work schedules for appropriate staff.
10. Develop and maintain Alternative Education procedure manual; coordinate implementation of new or modified policy and procedures; act as major resource to Alternative Education management and clerical regarding program policies procedures and operations.
11. Coordinate food service for schools and programs; monitor and maintain food services budget for Alternative Education, develop and implement procedures for free and reduced lunch program for Alternative Education, liaison with OCDE Food Services manager.
12. Coordinate mandated reimbursement for Alternative Education; liaison with OCDE Fiscal Services - Special Projects and School and Community Services - Medi-Cal Administrative Activities.
13. Maintain, track, and monitor equipment including the utilization of an electronic asset management system; maintain service agreements; contact vendors regarding maintenance; and coordinate purchases of large capital outlay items.
14. Act as a lead to Regional Secretaries; organize, direct, and coordinate a variety of secretarial and operational support activities, act as chief liaison between Regional Secretaries and Alternative Education Cabinet and Alternative Education Operations Administration.
15. Develop and implement staff development for Alternative Education clerical staff; conduct needs analysis, develop content, and facilitate training or secure presenter.
16. Prepare various reports on operations and activities.
17. Must demonstrate attendance sufficient to complete the duties of the position as required.
18. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles, practices, and techniques of organization, management, and personnel management.
2. New technology applicable to assigned areas of responsibility.
3. Principles of effective supervision, leadership, training, coaching and performance evaluation.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Basic procedures, methods and techniques of budget preparation and control.
6. Basic procedures, methods and techniques for developing policy and procedures.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Establish and maintain effective working relationships with various constituencies.
5. Interpret and explain laws, codes, contracts, policies, and procedures.
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 business or related field, and three years of progressively, responsible experience in facilities planning or directly related field, including supervisory and management 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. 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 fast paced with high pressure.

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