



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

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**Coordinator, Funding & Partnership Services**

**Class Code: 1360  
Work Days: 210**

**GENERAL PURPOSE**

Coordinate and provide specialized services in support of Funding and Partnership Services; assist OCDE program and management staff with coordinating collaborative partnerships and with the grant development, writing, approval, and submission process and provide responsible and complex staff assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives general supervision from higher-level management staff.
2. Exercises direct supervision over management, 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. Research funding opportunities and available grants to support programs for students in Orange County.
  3. Collaborate with OCDE program and management staff and community agencies in the development of competitive funding proposals.
  4. Plan, prioritize, and provide technical support and training to teams developing funding proposals.
  5. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
  6. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
  7. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing services within Fiscal Services Unit; prepare work schedules for appropriate staff.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

8. Attend local and non-local conferences, trainings, and division meetings and serve as an OCDE representative as necessary for program and staff enhancement and enrichment.
9. Review recent research and trends to support the development of competitive proposals.
10. Coordinate collaborative partnerships with OCDE and business and community partners to meet that partner's goals.
11. Coordinate strategic planning for fund development committees.
12. Complete all documentation and reports required.
13. Plan and exchange information with other professionals within the educational community.
14. Coordinate with OCDE Business Services to develop grant budgets and obtain approvals.
15. Coordinate with a non-profit fiduciary agency to submit proposals, accept charitable donations, and report to non-public entities.
16. Participate in the preparation and administration of the program budget, submit budget recommendations, and monitor expenditures.
17. 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. Basic operations, services, activities, and guidelines of OCDE Programs.
2. Principles of funding and development.
3. Government and non-profit protocols and regulations.
4. Principles of effective supervision, leadership, training, coaching and performance evaluation.
5. Procedures, methods, and techniques of project and workflow management and organization.
6. Evaluation and assessment techniques used in determining effective funding and development strategies.
7. Community and county systems and services as they relate to students including achievement, behavior, and social-emotional health.
8. Federal, state, and local codes.
9. Current trends, mandates, and related state and federal requirements.
10. Basic procedures, methods, and techniques of the budget process.
11. Recent developments, current literature, and sources of information related to students.
12. 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.

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**Ability and Skill to:**

1. Administer departmental policies related to grant protocols.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Analyze and interpret financial and accounting records.
5. Effectively oversee and participate in budget development activities of the Department of Education.
6. Establish and maintain effective working relationships with various constituencies.
7. Understand, 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.
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; 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 four years of increasingly 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.

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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 variably paced with high pressure.

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