



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

Manager, Educator Events & Partnerships

**Class Code: 1525
Work Days: 225**

GENERAL PURPOSE

Supervise, assign, review, and participate in the work of staff responsible for a variety of educational events and programs for the Educational Services Division; serve as a resource and program developer; and provide highly responsible and complex staff assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff
2. Exercises direct supervision over professional and technical 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. 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. Manage, supervise, and support a variety of educational events and programs for the Educational Services Division.
 3. Develop and lead community partnerships; coordinate and support the cooperation of agencies involved with Educational Services Division's events and programs; prepare and present information related to events and programs.
 4. Promote events and programs; oversee the development of marketing materials including news releases, flyers, schedules of events, pamphlets, and brochures.
 5. Assess, analyze, and streamline event planning for the Educational Services Division.
 6. Serve as a liaison with districts and community agencies regarding upcoming Educational Services Events.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

7. Develop survey instruments; conduct surveys of program participants to determine participant needs; interpret and record survey results; implement program changes in response to results.
8. Select, train, schedule, supervise, lead, and evaluate assigned staff; provide resources and guidance to support staff success; work with employees to improve performance.
9. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
10. Plan, prioritize, assign, and review the work of staff responsible for providing educational events and programs for Educational Services Division; prepare work schedules for appropriate staff.
11. Participate and assist in the preparation and administration of the program budget for assigned areas; submit budget recommendations; monitor expenditures.
12. Maintain records and develop reports pertaining to events and programs; compile reports and statistical information needed for planning and the evaluation of effectiveness.
13. Demonstrate attendance sufficient to complete the duties of the position as required.
14. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Community-based organizations and public and private educational agencies and other organizations related to Educational Services events and programs.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
4. Basic procedures, methods, and techniques of budget preparation and control.
5. Methods and approaches to planning educational events and programs.
6. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Elicit community and organizational support for events and programs.
2. Supervise the planning, implementation, and facilitation of activities and procedures designed to ensure the successful completion of projects.
3. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
4. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.

Ability and Skill to (cont.):

7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. 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, behavior management, or a related field, and four years of responsible educational experience including two years in planning and coordinating educational events and programs.

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.

1/2019