



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

Operations Manager, Field and School Programs

**Class Code: 1303
Work Days: 225**

GENERAL PURPOSE

Plan, organize, supervise, and implement the activities and operations of the Orange County Department of Education's Field and School Programs; 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 management, professional, technical, and/or 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. Plan, organize, supervise, and implement operational activities for Field and School Programs.
 3. Oversee support activities necessary to ensure the conduct of the field and school program including facilities, clerical assistance, instructional assistance, scheduling schools, and transportation coordination.
 4. Coordinate the development and evaluation of program curricula, instructional strategies and activities; coordinate the development, selection, and procurement of instructional materials and equipment.
 5. Plan, organize, coordinate and implement pilot programs.
 6. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
 7. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

8. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing Field and School programs; prepare work schedules for appropriate staff.
9. Oversee the planning, organizing, and implementation of training for field and school staff.
10. Develop partnerships and explore possibilities for future funding.
11. Act as a liaison with district and school personnel and site vendors; oversee lease negotiations
12. Ensure the safety and security of students and personnel.
13. Prepare and present a variety of reports, records, and statistical data on school activities, attendance, and instructional requirements and services.
14. Assist in budget development, review and planning.
15. May participate in the teaching of programs as required.
16. Operate a Department owned vehicle and provide transportation to and from sites as needed.
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 function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Operational characteristics, services and activities of an outdoor education program.
2. Methods and approaches to planning instructional programs and services, according to identified needs and requirements of an outdoor education program.
3. Procedures, methods, and techniques of project and workflow management and organization.
4. Principles of effective supervision, leadership, training, coaching and performance evaluation.
5. Principles of supervision, training and performance evaluation.
6. Pertinent Federal, State, and local laws, codes, and regulations.

Ability and Skill to:

1. Respond to difficult questions, inquiries and complaints from parents, students, teachers, and officials from other school districts and outside governmental agencies.
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. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.

Ability and Skill to (cont.):

5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.
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 or a related field, and four years of educational experience with experience in an outdoor science school setting.

License required:

Possession of, or ability to obtain before date of appointment, a valid California Driver's License, Class C or higher. The Department will periodically verify driver history/license through the Employer DMV Pull Notice Program and the OCDE Safety Program.

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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