



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

Project Liaison, College & Career Preparatory Academy

**Class Code: 1538
Work Days: 225**

GENERAL PURPOSE

Facilitate and coordinate activities and programs for the Alternative Education Division's College and Career Preparatory Academy (CCPA) including business, college, and community relations; lead or participate in special projects and/or working groups; and provide responsible support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. May exercise 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. Provide support to management staff on a variety of CCPA projects; conduct research, schedule and coordinate meetings, draft reports, and monitor and report on projects to stakeholders as appropriate.
 3. Proactively seek and establish successful partnerships with workforce providers (WIOA, OCCO), community colleges, employment agencies, career education programs, adult education programs, non-profit agencies, apprenticeship programs and business leaders; determine prospects; make targeted phone calls; participate in events; develop and distribute materials, and follow-up to answer questions and solidify relationships.
 4. Involved in planning, developing, and conducting communications activities to enhance community awareness of OCDE and CCPA mission and vision; develop content for news releases, blogs, social media and other outlets.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

5. Assist with coordinating activities with representatives of other departments, divisions, and business and community partners.
6. Work with all levels of staff and business and community partners to direct, assist, and explain CCPA projects and programs as needed. Respond to various inquiries, questions, and concerns.
7. Coordinate events on behalf of CCPA.
8. Represent the Alternative Education Division and CCPA at meetings; make presentations in small and large group settings.
9. Maintain records pertaining to program services and budgets, compile reports and statistical information needed for evaluation of program effectiveness, reporting purposes, and planning of duties.
10. Attend conferences, trainings, and meetings to remain abreast of current related information.
11. Demonstrate attendance sufficient to complete the duties of the position as required.
12. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**Knowledge of:**

1. Community based organizations, education agencies, private organizations, and businesses that may be partners of the program.
2. Methods used to organize and promote programs and activities.
3. Recent developments, current literature, and sources of information related to Adult Education and trends in key industry sectors.
4. Principles, methods, and techniques of research.
5. Principles and practices of customer service.
6. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Manage multiple competing priorities efficiently and effectively.
2. Successfully plan, organize, and direct an assigned project from start to finish.
3. Promote and market CCPA programs, activities, and events.
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. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
7. Develop and present training materials.

Ability and Skill to (cont.):

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 business administration, public administration, or a related field; and three (3) years of responsible experience in organizing programs and activities.

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 moderately paced with moderate pressure.