



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

Project Manager Tobacco Use Prevention Education

**Class Code: 1390
Work Days: 225**

GENERAL PURPOSE

Implement and manage Tobacco Use Prevention Education (TUPE) services and activities for participating school districts; to serve as a resource to schools to prevent Orange County students from beginning tobacco use and reducing the number of current tobacco users; to support the goals, objectives, and action plans developed by the funding agencies; 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 and/or facilitate a variety of training programs, workshops, and meetings related to TUPE activities and services; provide consultation and technical assistance to schools and participating school districts.
 3. Participate in professional development activities to remain abreast of current research and practices regarding tobacco use prevention and cessation.
 4. Develop and manage the evaluation component for TUPE services and activities.
 5. Maintain records pertaining to services; compile reports and statistical information needed for evaluation of program effectiveness and planning of duties.
 6. Monitor districts to ensure tobacco prevention curriculum is being appropriately implemented at all grade levels.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

7. Evaluate and disseminate information concerning TUPE services and activities.
8. Serve as a liaison between participating school districts and school sites and the Department.
9. Provide a link to other county and community agencies to build relationships and foster collaboration to improve practices for prevention programs.
10. Manage, track, and coordinate project budget.
11. Maintain current and accurate records pertaining to the prevention programs, compile reports and statistical information needed for evaluation of program effectiveness and planning activities.
12. Must demonstrate attendance sufficient to complete the duties of the position as required.
13. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Environmental education programs and the academic environment.
2. Recent research findings and trends related to tobacco use prevention and intervention and cessation and youth development programs.
3. Effective strategies related to reducing youth tobacco use.
4. Instructional and behavioral management modification.
5. Community based organizations, educational agencies, health agencies, other local, state, and federal agencies, and private organizations and businesses that could be involved with or supportive of the program.
6. Project management.
7. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Identify and gain the support of community-based organizations and educational agencies that can support prevention programs.
2. Manage multiple competing priorities efficiently and effectively.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Establish and maintain effective working relationships with various constituencies.
5. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
6. Develop and present training materials.

Ability and Skill to (cont.):

7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. 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 elementary or middle school instructional practices and academic enrichment and recreation programs, health education, and/or counseling and three (3) years of responsible experience in prevention programs, youth development programs, recreation or school-based programs, or elementary or secondary education.

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 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 moderate to high pressure.

9/10, 7/17