

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: PROJECT MANAGER, YOUTH DEVELOPMENT SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Director III, Student Programs, plan, organize, control and direct Youth Development Services operations and activities including educational and vocational training programs and services to enhance learning, achievement and educational outcomes among identified high-risk students; coordinate and direct communications, information, personnel and budgets to meet student needs and assure smooth and efficient programs and services; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct Youth Development Services operations and activities including educational and vocational training programs and services to enhance learning, achievement and educational outcomes among identified high-risk students; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, information, personnel and budgets to meet student needs and assure smooth and efficient programs and services; provide educational leadership in and oversee the development and implementation of Youth Development Services programs, services, goals, objectives, plans, strategies, systems, projects, processes and procedures.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Monitor and evaluate Youth Development Services programs and services for educational effectiveness and capacity to meet student needs; collaborate with administrators, outside resources and others in the development and implementation of systems, policies, procedures, programs and services to enhance educational effectiveness, capacity of Youth Development Services to meet student needs and County-wide delivery systems for early childhood educators and high-risk youth.

Coordinate and direct Youth Development Services communications and information between teachers, administrators, staff, outside agencies, students, parents, community resources, educational institutions, governmental organizations and others; establish and maintain partnerships to facilitate and enhance support and services for identified high-risk youth.

Develop and prepare the annual preliminary budget for Youth Development Services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; administer program grants and the disbursement of related funds.

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Assure adequate resources and services to meet the needs of identified high-risk students; research, obtain and maintain grants and other funding sources; meet with program staff to monitor progress towards contract goals and assure compliance with established standards and requirements.

Provide consultation and technical assistance to personnel, faculty, administrators, school districts, community organizations, funding agencies and others concerning Youth Development Services; respond to inquiries and provide detailed and technical information concerning related programs, services, standards, requirements, issues, laws, codes, regulations, policies and procedures.

Direct operations and activities to enhance staff understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies related to educational and vocational training programs and services.

Provide funding, resources and information to assist school districts with complying with federal and state mandates pertaining to high-risk youth; coordinate and provide support to the Local Planning Council to assure early childhood education services are meeting community needs.

Collaborate with universities, school districts, community colleges, businesses and community resources in developing and implementing summer programs for identified youth.

Maintain current knowledge of educational methods, practices and standards related to assigned programs, services and related laws, codes, regulations, policies and procedures; modify programs and services to assure compliance with standards and requirements as needed.

Provide technical information and assistance to the Director regarding Youth Development Services programs, needs, issues and activities; assist in formulating and developing related policies, procedures and programs; participate in the County Office leadership team.

Oversee and participate in the preparation and maintenance of various records, reports and files related to programs, services, students, accountability, grants, budgets, financial activity, attendance, enrollment, personnel and assigned duties.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings as assigned; prepare and deliver oral presentations concerning Youth Development Services educational and vocational training programs and services; attend and participate in assigned advisory groups, in-services and special events.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**August 2005**

**KNOWLEDGE OF:**

Planning, organization and direction of Youth Development Services operations and activities including educational and vocational training programs and services.  
Principles, practices, procedures, techniques and strategies involved in enhancing learning, achievement and educational outcomes among identified high-risk students.  
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County students.  
Comprehensive organization, activities, goals and objectives of Youth Development Services.  
Local, State and federal standards and requirements governing assigned programs and services.  
Instructional techniques and strategies related to assigned student programs.  
Principles, practices and procedures involved in the development and implementation of educational programs, services, goals, objectives, plans, strategies, standards, projects, processes and procedures.  
Policies and objectives of assigned programs and activities.  
Oral and written communication skills.  
Budget preparation and control.  
Principles and practices of administration, supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Public relations techniques.

**ABILITY TO:**

Plan, organize, control and direct Youth Development Services operations and activities including educational and vocational training programs and services to enhance learning, achievement and educational outcomes among identified high-risk students.  
Coordinate and direct communications, information, personnel and budgets to meet student needs and assure smooth and efficient programs and services.  
Supervise and evaluate the performance of assigned personnel.  
Oversee the development and implementation of Youth Development Services programs, services, goals, objectives, plans, strategies, systems, projects, processes and procedures.  
Establish and maintain partnerships to facilitate and enhance support for identified high-risk youth.  
Provide consultation and technical assistance concerning Youth Development Services  
Monitor, evaluate and adjust Youth Development Services programs and services to enhance educational effectiveness and capacity to meet student needs.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain laws, codes, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

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Any combination equivalent to: master's degree in education or related field and five years teaching experience including work with vocational education or related programs and high-risk youth.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.