

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DIRECTOR I - OPPORTUNITY YOUTH PARTNERSHIP

BASIC FUNCTION:

Under the supervision of the County Superintendent or designee, oversees and manages all aspects of the Opportunity Youth Partnership, a collective impact initiative, related partnerships, and activities to support vulnerable youth and address the needs of youth in Santa Clara County who are not engaged in education or employment, in order to create a system of programs and services that will improve results for Opportunity Youth.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversees and manages the Opportunity Youth Partnership (OYP) to assure the achievement of the initiative's goals and objectives, which include supporting and growing county-wide partnerships and implementing strategies to re-engage youth who are disengaged from school and employment.

Ensures that the OYP and its programs are conducted in compliance with requirements of funders; monitors and reports on project process according to funders' requirements.

Recruits, develops and fosters new strategic partnerships and strengthens existing partnership relationships with organizations and businesses that will enhance and improve results for Opportunity Youth throughout Santa Clara County; establishes effective working relationships and provides a high degree of customer service to educational institutions, governmental organizations, community-based organizations, and others.

Manages contracts and relationships; develops and oversees a learning community structure for partner organizations and the school systems that are key to the successes of this initiative.

Develops and oversees data evaluation and analyzes services and website communication services.

Coordinates internal and external communication related to the OYP and represents the partnership with the media and promotes OYP issues.

Establishes and maintains productive relationships with local government and other elected officials to promote Opportunity Youth issues as directed by the County Superintendent.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; coordinates staff work assignments and schedules, and reviews work to ensure compliance with established standards, requirements, and procedures; ensures employee understanding of established requirements.

Establishes and maintains a productive track record for the OYP.

Develops, secures, and monitors the program budget.

Engages in fund development and grant writing to generate revenue for the positions and activities.

Provides a structure for the project-wide data collection and manages the relationship between research partners and participating data collection partners.

Plans and oversees special administrative projects as assigned.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned, which may occur beyond the normal workday or workweek.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, methods, and techniques applicable to management and related functions.

Current best practices and procedures for office management, records retention and document processing.

Elements of effective leadership and organizational culture.

Santa Clara County's disengaged youth population.

Systems, programs, and resources for disengaged youth.

Principles and methods of project management.

Contract development.

Budget preparation and control.

Excellent communication, writing, and typing editing skills.

Excellent organizational and decision-making skills.

Effective public speaking techniques.

Effective fundraising practices and techniques.

ABILITY TO:

Develop and maintain trusting and cooperative relationships with individuals and groups.

Relate well to a broad variety of diverse people.

Effectively coordinate a variety of functions and activities.

Gather and analyze data and prepare clear and accurate reports.

Professionally represent the County Superintendent as requested in a variety of settings effectively communicating the vision and values of the organization and maintaining a positive image of the SCCOE.

Initiate work and set priorities independently.

Handle multiple priorities and complete multiple projects in a timely manner.

Keep confidences and maintain the confidentiality of privileged information.

Analyze situations accurately and adopt an effective course of action.

Advocate for and model diversity in employment practices.

Meet schedules and timelines.

Work independently with little direction.

Prepare comprehensive narrative and statistical reports.

Exercise good judgment and tact.

Communicate effectively orally and in writing.
Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in education, public administration, business administration or a related field, and four years of related experience. At least one year of experience managing and coordinating complex projects or at least one year of supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: August 21, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 08/21/2019