



Leadership • Collaboration • Support

**JOB TITLE: Director of Youth Development**

**Classified Directors Salary Schedule, Range 1**

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## **DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Responsible for the management of programs and projects, ensuring compliance with local, state, and federal guidelines.

## **DIRECTLY RESPONSIBLE TO**

Educational Services Administrator

## **JOB REQUIREMENTS AND QUALIFICATIONS**

### Education and Experience:

A Bachelor's degree or any combination of education and experience necessary to obtain required knowledge, skills and abilities are qualifying. Requires a level of knowledge, skill, and ability normally acquired with completion of high school, plus four or more years of related experience that has included responsibility comparable to that found in a position assigned to this classification.

### Knowledge of:

- Funding sources for assigned programs.
- Knowledge of accounting and/or budget preparation.

### Ability to:

- Write clearly and effectively.
- Speak effectively before groups.
- Work on several major projects simultaneously and under pressure to meet deadlines.
- Work effectively with a wide variety of individuals and groups.

Requires:

- Possession of a valid California state driver's license.
- Understanding of the California Department of Education as it relates to county offices of education and school districts.

This work consists of complex professional duties at a supervisory/management level of job performance within the classified management system.

**EXAMPLES OF DUTIES**

- Seeks out sources of funding for special projects and makes available information regarding sources, guidelines, deadlines, and priorities.
- Works with principals, teachers, and others in developing project proposals.
- Monitors and evaluates requirements for funding of projects to ensure compliance.
- Coordinates special projects funding with business services.
- Coordinates state-wide categorical program(s).
- Responsible for completion of state and federal forms relating to assigned projects.
- Responsible for meeting required deadlines and evaluation of special projects.
- Coordinates, implements, and, if necessary, develops inservice programs for project personnel.
- May assist principals and program directors in the recruitment, screening, interviewing, selection, and in-service of staff associated with special programs.
- Keeps the superintendent apprised of all activities and progress of all programs under this responsibility.
- Communicates and reports information which will enhance the understanding of district personnel, advisory groups, and funding agencies regarding the assigned categorical programs.
- Provides assistance to county office program directors, schools and districts for project planning, budget development, implementation, monitoring and evaluation of special projects.
- Collaborates, coordinates, and serves as liaison with other school districts and regional and state agencies.

- Attends mandated training workshops/conferences and other relevant committee meetings.
- Develops materials for public distribution as they relate to special projects.
- Maintains listings of available local, state, and federal grants.
- Serves as a member of the Management Advisory Council of the Solano County Office of Education.
- Performs other duties as assigned.

**SUPERVISION RECEIVED**

Employees in this classification receive limited supervision within a broad framework of overall objectives.

**SUPERVISION EXERCISED**

Employees in this classification may direct, coordinate and/or supervise the work of other staff members in the operation unit as it relates to program objectives.

**PHYSICAL ACTIVITY REQUIREMENTS**

Work Position (Percentage of Time):

Standing (15%)                      Walking (15%)                      Sitting (70%)

Body Movement (Frequency):

None (0)    Limited (1)    Occasional (2)    Frequent (3)    Very Frequent (4)

Lifting – lbs. (0-40)                      Lifting (2)                      Bending (3)

Pushing and/or  
Pulling Loads (1)                      Reaching  
Overhead (2)                      Kneeling or  
Squatting (3)

Climbing Stairs (2)                      Climbing Ladders (0)