

Marin County Office of Education (Marin COE) as Administrative Agent for the California Collaborative for Educational Excellence (CCEE)

Professional Expert Description Senior Specialist – Executive Projects

THE POSITION: Reporting directly to the Deputy Executive Director (DED), the Senior Specialist, Executive Projects (SS) is a hands-on point-person who expertly and independently provides executive level, program, project and administrative support. The SS works independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The SS is responsible for using discretion and judgment while proactively providing scheduling, travel, project tracking, office management, event planning, meetings management, and general support within a dynamic environment that is mission-driven, results-driven, and community oriented. A successful candidate exercises good judgment in a variety of situations, demonstrates strong written and verbal communication, engages administrative and organizational skills, and maintains a realistic balance among multiple priorities with general oversight of the DED. Under the general direction of the DED, supports a variety of programs and initiatives for the California Collaborative for Educational Excellence (CCEE).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include any duties and responsibilities assigned to the Specialist - Senior job family.

PROJECT FACILITATION AND MANAGEMENT:

- Independently manages special assignments, projects, and program specific tasks
- Schedules, coordinates, monitors, and manages activities across multiple projects involving internal and external stakeholders to support agency initiatives, including establishing and meeting competing project deadlines, creating and maintaining project documentation, and maintaining basic budgetary practices
- Acts as a thought partner in strategic initiatives pertaining to DED's priorities
- Establishes and maintains detailed calendars and timelines of related activities, due dates, and schedules, tracking progress and forecasting issues
- Prepares, sends out, and tracks mass mailings
- Supports ongoing website maintenance with regular updates to content, based on input from various stakeholders
- Assist with analysis of issues and development of action plans and appropriate and effective solutions
- Collaborates with other staff to organize and maintain filing systems and to organize and retain program relevant materials
- Design templates, processes, and project management timelines for daily and high priority projects and manages to completion
- Manages the tracking of program budgets and maintains records of project expenditures; identifies and reports discrepancies

- Conducts research using various resources including the internet, databases, spreadsheets, whitepapers, and legislative documents and prepares reports, summaries, and updates to DED and other stakeholders

COMMUNICATIONS/ LOGISTICS:

- Communicates directly, and on behalf of the DED, with staff, Board members, and external partners and stakeholders, on matters related to the DED's initiatives
- Plan, edit, and produce publications and electronic/visual presentations
- Procures and manages supplies, equipment, and other items as required
- Maintains general office services by organizing office operations and procedures; controlling correspondence; designing and maintaining filing and storage systems; taking on necessary support functions, maintaining shared office spaces and materials
- Prepares invoices, reimbursements, and other financial reconciliations according to established procedures
- Maintains a variety of files and records; maintains databases
- Provides general administrative office support including answering phones, typing, filing, operating office machinery, and drafting memos, routine correspondence, reports, and related materials
- Provides copyediting and content editing support to ensure that all communications are produced free of typographical, formatting, and grammatical errors
- Researches, compiles, prepares, proofs, and enters data for budgets, reports, programs, etc. as needed

CALENDARING/MEETING FACILITATION:

- Gatekeeper of the DED's calendars, proactively schedules and follows up on all necessary meetings, ensuring alignment with DED's key priorities, building in focus time and travel time between meetings
- Proactively prepares materials and summaries to ensure DED is prepared for meetings in advance and has all necessary materials to successfully move strategy, conversations, and key objectives forward
- Actively manages recurring internal meetings by calendaring, communicating with participants, building presentation slides, preparing agendas, managing, capture and dissemination of meeting minutes, and following up on action items on behalf of the DED and other staff as needed to ensure specific goals are met
- Manages coordination of external meetings, workshops, and other events on behalf of the DED, including organization of travel arrangements, logistics, facilities set-up, speakers, materials, event promotion, etc.
- Provides other on-site administrative support at meetings and events as needed
- Represents the DED at meetings and hearings as directed

Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Bachelor's degree or equivalent years of experience

EXPERIENCE

- Minimum of 5 years project/program/event management experience in education, education research, or a related field
- Minimum of 5 years of experience supporting C-Level Executives, preferably in a non-profit organization or education setting

KNOWLEDGE OF:

- California education policy context
- Public education goals, programs, achievements and challenges
- Principles and practices of management, supervision and staff evaluation
- Project and change management strategies and application
- Basic budgetary practices

SKILLS AND ABILITY TO:

- **Effectively manage projects and initiatives:** *plan, develop, administer, implement, and evaluate programs to assignment; manage multiple projects, including establishing and meeting competing project deadlines; analyze issues, create plans of actions, and reach appropriate and effective solutions; conduct basic budgetary practices for projects; and create and maintain project documentation for internal and external purposes.*
- **Conduct and manage projects and initiatives:** *plan and oversee projects of varying complexity levels to completion. This work could include planning and designating project resources, preparing and tracking budgets, managing communication strategy and delivery, tracking project status ensuring all parts are moving according to plan and schedule, managing changes to the project scope and addressing issues as they arise to ensure productivity and continuity of work.*
- **Facilitate meetings, events, and projects:** *communicate effectively with supervisor, colleagues, and external stakeholders; establish and maintain effective working relationships with staff and other agency personnel; employ critical and creative problem-solving skills to support project and staff needs.*
- **Quickly adapt** *to new technology and learn programs, including database software, mobile apps, and operating systems (Apple iOS and Android), file-sharing tools, and cloud-based productivity tools. Familiarity with CCEE work tools (Zoom video conferencing, Dropbox, Google Drive, OneDrive) preferred*

OTHER

- Work evenings and weekends as needed and perform job safely
- Meet the frequent travel requirements of the position

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work
- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 25 lbs
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 70% sitting, 15% walking, and 15% standing

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

Regularly works in inside environmental conditions with:

- Minimal temperature variations,
- A generally hazard-free environment,
- A clean atmosphere.
- Works under stressful conditions with interruptions and shifting demands.

LICENSE:

- Valid California driver's license required.