

Sonoma County Office of Education – Job Description

Classified Management

DIRECTOR, ADMINISTRATIVE SERVICES

Definition:

Directly responsible to the County Superintendent of Schools and Deputy Superintendent of Administrative Services (hereafter “Executive Management Team”); collaborates with and make recommendations related to operational and strategic aspects of the County Office of Education policies and procedures and assists the Executive Management Team with day-to-day activities, as well as strategic goals of the County Office of Education; analyzes issues and provides recommendations to the Executive Management Team; attends and participates in community-related meetings, events, board meetings and councils in conjunction with the Executive Management Team; directly interacts with and provides advisory support to superintendents and school boards for all Sonoma County districts in collaboration with Executive Management Team; may attend state, regional and local meetings as a representative of the Executive Management Team and/or an advocate of districts.

Distinguishing Characteristics:

Collaborates with the Executive Management Team related to planning, organizing, implementing, controlling and administering services, including receiving information and planning Leadership (Cabinet) as well as all certificated, classified and management employees, for the short-, medium- and long-term benefit of the County Office of Education’s operations and activities, as well as the students, districts and education community throughout Sonoma County. This Director of Administrative Services position will have responsibilities to directly assist other divisions’ Assistant Superintendents when the Executive Management Team assigns a project or strategic initiative to the Leadership Team that can benefit from direct collaboration with this Director of Administrative Services position.

Supervision Exercised and Received:

In collaboration with and under the direction of the Executive Management Team, provides general administrative direction to all classified and certificated personnel within the County Office.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Collaborates with the Executive Management Team to execute the operational aspects of the County Office policies and procedures.
- Assists in managing the day-to-day activities of the County Office as assigned by the Executive Management Team.
- Collaborates with the Executive Management Team on Sonoma County school districts’ initiatives, planning, growth opportunities and solutions implementation, including direct point of contact with district superintendents, board presidents and board members.
 - Works in a consulting capacity with district superintendents, board members and/or district designees to plan and prepare for meetings and implementation of strategic goals and initiatives workshops relating to all aspects of school district administrative services.

- When necessary and in collaboration with the Executive Management Team, researches laws, rules and regulations, including working with outside legal counsel, in response to questions from district superintendents, board members, district designees or other interested citizens.
- Analyzes issues and provides recommendations to the Executive Management Team.
- Creates and implements strategic plans, including evaluating current organizational goals, identifying key issues and problems, analyzing system failures and initiating corrective action and evaluating trends and anticipating requirements for both administrative and academic needs.
- Identifies opportunities for Sonoma County Office of Education and Sonoma County districts to improve operational efficiency and effectiveness; identifies opportunities to leverage cross-divisional strengths to take advantage of new opportunities and/or to address organizational challenges; collaborate with and assist the Executive Management Team in the area of process improvement with an emphasis operational performance metrics and process documentation.
- Designated member of Leadership Team.
- Attends and participates in community related meetings, events, board meetings and councils in conjunction with the Executive Management Team.
- May attend state, regional and local meetings as a representative of the Executive Management Team and/or an advocate of districts.
- In collaboration with the Executive Management Team, acts as a point of contact and liaison to the County Board of Education.
- Works under the direction of the Executive Management Team to coordinate resources to meet County Office strategic priorities and needs, and assure smooth and efficient operations and activities are maintained across departments and divisions.
 - Analyzes and makes recommendations to the Executive Management Team related to all full time equivalent (FTE) positions for both current fiscal year and multi fiscal year implementation and planning and to be fully integrated across relevant state, federal and nongovernmental reports and reporting periods.
- Provides consultation and technical expertise to district administrators, county office certificated and classified administrators and managers, staff and others related to personnel standards, requirements, practices and procedures.
- Works under the direction of the Executive Management Team related to collective bargaining activities for classified and certificated bargaining units.
- Serves as a member of the County Superintendent's Leadership Team; provides technical information and assistance to the Executive Management Team regarding County Office of Education issues, needs, services and activities; participates in the formulation and development of related policies, procedures and programs; participates-in and executes-on the deliverables required to realize and implement the educational vision of the County Superintendent.
- Maintains current knowledge of laws, codes, regulations and pending legislation related to finance and personnel to assure compliance with local, state and federal requirements as appropriate.
- Communicates with administrators, personnel and outside organizations to exchange information, coordinate activities and programs, and resolve issues or concerns in collaboration with the Executive Management Team.
- Presents materials and information concerning County Office programs services, operations and activities in collaboration with the Executive Management Team; may attend local, regional and state meetings, conferences, in-services, boards, councils and events at the direction of the Executive Management Team.

- Works with and encourages all groups referenced above to provide leadership for the purpose of sharing experiences, guiding and implementing strategic and tactical plans and receiving information on problems and determining solutions for the populations served by the groups.
- Perform related duties as assigned by the Executive Management Team.

Employment Standards:

Knowledge of:

- Basic knowledge of accounting, education programs and operational guidelines. Basic clerical practices, general office procedures, filing, record keeping, receptionist, and telephone techniques and etiquette, including legal formats.
- Basic knowledge of state-required certifications and procedures.
- Basic knowledge of departmental procedures and standing instructions related to work performed.
- Working knowledge of computers and common office equipment and current business and financial software systems.
- Sufficient command of English usage, spelling, grammar, punctuation, and proofreading to prepare routine legal or professional correspondence.
- Analytical skills sufficient to compute sums, quotients, fractions, percents, ratios, and algorithms.
- Strong human relations skill to communicate technical and sensitive concepts to others with tact and diplomacy and convey a positive, service-oriented image of the department.
- Safe work practices.
- Business management practices and operational accountability.

Ability to:

- Perform all of the relevant duties of the position with only minimal supervision.
- Operate personal computer, printers, and specialized database software.
- Learn, understand and apply SCOE rules, regulations and policies.
- Analyze recurring problems and apply appropriate solutions.
- Read, understand and apply information from labor contracts, and state, federal, and local laws and regulations, policies and procedures.
- Maintain confidential and sensitive information.
- Prioritize work in order to meet multiple deadlines and conflicting demands, while maintaining schedules.
- Work effectively as part of a team devoted to customer service.

Computer Skills:

- Basic database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Demonstrated completion of at least a two (2) year college program which resulted in an Associate's Degree or equivalent, with an emphasis in public administration or a closely related field.
- Bachelor's Degree from an accredited college or university is preferred.
- Master's Degree from an accredited college or university is preferred.
- Professional experience may be substituted for undergraduate and graduate education preferences.

Experience:

- A minimum of seven (7) years of progressive experience in the K–12 educational sector with increasing job responsibilities; school site and district office experience preferred.
- In addition, a minimum of three (3) years of experience in the private sector working in the area of project management, developing operational and administrative procedures and managing personnel is highly desirable.

Physical Abilities:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over the phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier and other equipment and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance.
- Requires visual acuity sufficient to recognize people, words and numbers.

Work environment:

- Work is performed in an office environment with minimal exposure to health and safety considerations.
- Walking on uneven ground when outdoors.
- Exposure to student illness, injuries, infections and bodily fluids.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.

- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Adopted: July 28, 2025
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Personnel Commission