



Job Description

Marin County Office of Education

Executive Administrative Assistant to the Superintendent

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Executive Administrative Assistant to the Superintendent is done for the purpose/s of providing executive-level administrative and secretarial support to the Superintendent's office; coordinating and maintaining Superintendent functions; assisting with preparation of extensive publications; serving in a variety of confidential support roles; and serving as liaison to the County Superintendent of Schools and representing the Superintendent as directed.

This Job reports to Assigned Supervisor

Essential Functions

- Assists with assigned budget procedures (e.g. revisions, requisitions, monitoring expenditures, reports, etc.) for the purpose of maintaining accurate account balances and compliance with established procedures.
- Assists with preparation of publications for the purpose of reviewing draft documents and materials and editing content for accuracy.
- Assists in the review of office policies and internal procedures (e.g. confers with administrative support staff, recommends modifications to practices and procedures, etc.) for the purpose of providing the Superintendent with data, information, and decision-making tools.
- Compiles and maintains a variety of official and complex manual and electronic records and files (e.g. meeting records and reports, correspondence, etc.) for the purpose of establishing and maintaining official records and confidential files, and providing current information and historical reference in accordance with established guidelines and legal requirements.
- Composes and edits a variety of office correspondence for the purpose of conveying information and maintaining current and historical records.
- Coordinates and performs special projects as assigned by the Superintendent and/or Board for the purpose of assisting the Superintendent.
- Organizes weekly Cabinet meetings for the purpose of ensuring information and materials are available to participants as needed, supporting remote access attendance to Cabinet members, and maintaining documentation.
- Participates in, or facilitates, in-service trainings, workshops, and/or confidential/sensitive meetings at various locations as needed for the purpose of gathering information, maintaining current knowledge, providing support, or ensuring legal conformance.
- Performs administrative functions in support of the Superintendent/Superintendent's office for the purpose of maintaining schedules, coordinating travel/conference arrangements, reconciling payments and requisitions, assisting with the coordination of significant projects, interfacing with legal counsel, producing mandatory reports, and ensuring the efficiency of the office.

- Performs functions of clerk to the Marin County Board of Education as needed for the purpose of ensuring continuity of support to the Superintendent and Board and maintaining the efficient functioning of the Superintendent's office.
- Plans and coordinates gatherings and/or luncheon meetings for various groups, at various locations (e.g. school district representatives, county department heads, early childhood education representatives, other education partners, etc.) for the purpose of facilitating meetings with the Superintendent as directed.
- Prepares and reviews a variety of written correspondence independently from rough draft or oral instructions (e.g. correspondence, reports, financial documents, etc.) for the purpose of communicating information and creating documentation in compliance with established guidelines and within time lines.
- Receives and prioritizes the Superintendent's incoming correspondence for the purpose of composing replies independently or from oral direction, coordinating the publication and distribution of policies and administrative rules, and delivering services to meet guidelines.
- Responds to inquiries and concerns for the purpose of providing information, explaining policies or procedures, addressing matters as assigned, or making appropriate referrals.
- Serves as liaison between the Superintendent and legal counsel, employees, community members, and other outside agencies for the purpose of providing information as appropriate, maintaining communications, explaining policies, regulations, and procedures; answering questions, addressing concerns; and, collecting and disseminating information.
- Serves in a variety of confidential support roles for the purpose of providing support, maintaining confidential records and acting as a source of information.
- Supports the implementation of organization events at various locations (e.g. employee events and celebrations, monthly birthday celebrations, staff/Superintendent luncheons, employee appreciation events, etc.) for the purpose of supporting and providing opportunities for staff networking and recognition.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Superintendent's office.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: displaying oral and written communication skills; using tact, patience and courtesy; operating computer and assigned software; typing or entering data with accuracy at an acceptable rate of speed; and, taking and transcribing accurate notes.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: organizational operations, policies and procedures; executive-level administrative support requirements, methods, practices and procedures; purposes, objectives, and procedures of the departments and programs within the MCOE; advanced administrative technical and writing skills required to draft business correspondence, editing and proof-reading reports; intermediate knowledge of spreadsheets; relevant software including word processing, database, spreadsheets; and, effective public relations techniques.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the

functions of the job include: working on multiple projects simultaneously; interacting with individuals in a variety of roles and agencies; composing and editing correspondence; being attentive to detail and accuracy; communicating clearly and concisely using tact and diplomacy; adapting to new methods and changing situations; working effectively with members of the executive team; meeting deadlines and schedules; and, working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High School plus job related coursework.

Education (Preferred): Bachelor's degree

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date