Job Description

Marin County Office of Education

Senior 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 Senior Executive Administrative Assistant to the Superintendent is done for the purpose/s of performing executive administrative functions in support of the Superintendent's office; serving in a variety of confidential support roles; planning, coordinating and organizing assigned office activities, public relations, and flow of communications and information for and as assigned by the County Superintendent of Schools and Marin County Board of Education; preparing and reviewing a variety of written correspondence independently; and, responding to incoming inquiries from a variety of sources.

This Job reports to Assigned Supervisor

Essential Functions

- Collaborates with MCOE administrative support staff for the purpose of scheduling meetings with the Superintendent, collecting information, providing Superintendent approvals for travel requests and requisitions, and Board meeting planning.
- Communicates with staff at all levels of the organization for the purpose of conveying information and directives on behalf of the Superintendent.
- Communicates with involved parties and assists in the planning of Inter-District Support Appeals to the Marin County Board of Education (e.g. parents, representatives of district of residence, etc.) for the purpose of gathering information, explaining protocols, organizing relevant information for Board members, maintaining proper and accurate records, and providing the result of the Board's determination to parents.
- Compiles and provides up-to-date information and background data to Board members for the purpose of ensuring the Board is prepared for all official and unofficial proceedings.
- Compiles and maintains a variety of official and complex manual and electronic records and files (e.g. consultant contracts, meeting records and reports, financial activities, 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purpose of establishing and maintaining official records and confidential files, and providing current information and historical reference in accordance with established guidelines and legal requirements.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 correspondence independently on a variety of matters including those of a confidential nature; drafts various letters, forms, reports, contracts, packets, statistical data, memoranda, newsletters, notices, and other materials as directed; prepares required local and State legal forms for the County office for the purpose of conveying information, maintaining records, or ensuring legal conformance.
- Coordinates Marin County Board of Education funtions (e.g. Board member elections and appointments, meeting logistics and travel arrangements, budget preparation and monitoring, etc.) for the purpose of ensuring legal compliance and supporting Board members in the performance of Board duties.
- Develops and maintains the Marin County Office of Education annual calendar for the purpose of accurately recording the County's events schedule, maintaining and appropriately distributing the calendar.

- Monitors and coordinates Public Records Act requests received by the MCOE for the purpose of ensuring timely response and compliance with law.

- Participates in meetings, in-service trainings, and/or workshops at various locations for the purpose of gathering information and/or maintaining current knowledge.

- Performs special projects and prepares various forms and reports on behalf of the County Superintendent of Schools; attends to administrative details as assigned for the purpose of assisting the Superintendent.

- Performs administrative functions in support of the Superintendent and Superintendent's office as requested for the purpose of assisting with the coordination of significant projects, maintaining various schedules, coordinating travel and conference arrangements, interfacing with legal counsel, and producing mandatory reports.

- Responds to incoming inquiries from a variety of sources (e.g. media inquiries, questions from officials, public, etc.) for the purpose of resolving concerns or issues, composing replies independently or as instructed, and representing the Superintendent as directed.

- Serves in a variety of confidential support roles at a variety of locations (e.g. Superintendent's executive team, confidential advisor to the Superintendent, Board meeting preparation support to the Deputy Superintendent, etc.) for the purpose of providing support, maintaining confidential records, and acting as a source of information.

- Serves as a liaison to all the County's school districts on a variety legal requirements (e.g. annual organizational reports, trustee election procedures, parcel/bond tax protocols, etc.) for the purpose of providing guidance.

- Tracks Marin County Board of Education and county-wide school board member elections and appointments (e.g. filing deadlines, individual candidates, Board election outcomes, etc.) for the purpose of coordinating dissemination of information with Marin County election officials.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

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 advanced oral and written communication skills; working with confidential data; using tact, patience and courtesy; operating computer and assigned software; typing or entering data with accuracy and an acceptable rate of speed; and, taking and accurately transcribing 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 Marin COE; advanced administrative 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; 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 data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: balancing work on multiple projects simultaneously;

adjusting to changing priorities; composing and editing correspondence; being attentive to detail and accuracy; communicating clearly and concisely using tact and diplomacy; meeting schedules and deadlines with minimal direction; adapting to changing situations; working effectively with members of the executive team; 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 is often 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 climbing and balancing, 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

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date