

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

CCEE Administrative Agent Professional Expert Description Project Lead

THE POSITION

Under the direction of the Administrative Agent Senior Coordinator, or their Designee, the Project Lead is responsible for overseeing and successfully leading a variety of projects within a specified scope and timeframe. This position involves high-level project management, administrative and technical support to coordinate, plan, monitor, record, and successfully execute key Administrative Agent activities. Responsibilities include managing portfolios such as contracts and request for proposals, human resources, daily operations, and special projects as assigned.

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.

- **Project Planning and Coordination:** Assists with the development of detailed project plans, timelines, and benchmarks to ensure well-defined project phases and attainable deadlines.
- **Resource Management:** Identifies resources, materials and information required to complete project tasks; ensuring that resources are utilized efficiently and effectively.
- **Policy and Content Editing:** Reviews, proofreads, drafts, formats, and updates policies, procedures, guidelines, presentations, agendas, fillable forms and other documents as directed; ensuring adherence to organizational standards and applicable regulatory requirements.
- **Data Analysis:** Assists with data maintenance, data entry, data extraction, and data manipulation for data analysis and reporting.
- **Problem-Solving:** Offers recommendations and proposes action plans for effective problem-solving.
- **Documentation and Reporting:** Maintains accurate records and reports for projects, workflows, and processes to ensure accessibility, accuracy, consistency, and efficient document sharing.
- **Collaboration:** Collaborates with relevant departments and external partners to gather necessary information and feedback and provides project management support as directed.
- **Special Project Assignments:** Undertakes special projects as assigned, ensuring timely and successful completion.
- **Technical Support:** Provides technical and troubleshooting support for the coordination, planning, execution, tracking, and monitoring of key projects, including cloud-based networks, SharePoint site portals, financial systems, and other related systems.
- **Leadership:** Effectively leads and facilitates team meetings, training, events, while actively participating in committees and workshops as directed.

- **Office Administration:** Coordinates daily operational activities, including general office tasks, building facilities management, emergency response, and promptly resolves administrative issues to maintain a positive and safe office environment.

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 AND EXPERIENCE

Any combination of education, training and/or experience which demonstrates ability to perform the duties as described. Bachelor's degree or equivalent in a business administration or public administration related field, preferred. At least two years' leading projects or other professional experience in operations or business preferred. Experience in a County Office of Education or school district preferred.

KNOWLEDGE OF:

- Principles and practices of project management and office administration
- Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation
- Applicable provisions of public agency rules, policies, regulations, and procedures
- Advanced uses of word processing, spreadsheet, database and other standard software to create complex documents and materials requiring the interpretation and manipulation of data
- Proficiency in Microsoft Office 365 applications such as Word, Excel PowerPoint, etc.
- Proficiency in web-based and cloud-based applications such as Google Workspace, SharePoint

SKILLS AND ABILITY TO:

- Plan, organize, coordinate, and monitor complex project assignment activities effectively and independently with little direction
- Gather, organize, research, record, and review various types of data, information, and office files
- Understand, interpret and apply procedures applicable to areas of assigned responsibility
- Focus on the small, specific aspects of a project or task with strong attention to detail
- Manage multiple and rapidly changing priorities calmly and efficiently
- Establish and maintain effective working relationships with staff, county office, the public, and other related individuals
- Prepare clear, accurate and concise project workflows and reports as directed
- Maintain a high level of confidentiality
- Work effectively under pressure
- Meet schedules and timelines
- Utilize initiative and judgment in sound decision making
- Operate standard business office equipment and software
- Meet the occasional 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 80% sitting, 5% 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
- Frequently works with a video display terminal for prolonged periods
- Works in an open office work environment with typical background noise of telephones and conversations
- Works under stressful conditions with interruptions and shifting demands

CERTIFICATES/CREDENTIALS/LICENSES

Valid California driver's license required