



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

**CCEE Administrative Agent Professional Expert Description
Coordinator**

THE POSITION:

Under the direction of the Marin County Office of Education Administrative Agent Liaison, or their Designee, the CCEE Coordinator is responsible for the management of a variety of daily business activities and administrative tasks to ensure the smooth daily operations that support the work of the California Collaborative for Educational Excellence (CCEE). The CCEE Coordinator provides direct support to the Liaison on administrative and technical matters; directs and oversees the work of the CCEE Human Resource Generalist; provides support to contracts management; and works closely with other members of the Marin County Office of Education Administrative Agent team to support the work of the CCEE. In this capacity, the CCEE Coordinator may supervise one or more CCEE Administrative Agent staff.

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.

- Provides high-level administrative, technical, and support services to the Liaison
- Arranges meetings, prepares agendas and meeting notes
- Collaborates on reports, policies and procedures, and prepares information for dissemination, including communications
- Assists with project management by creating assignments, tracking progress, and resolving issues
- Monitors and facilitates the drafting and completion of contracts
- Manages, tracks, and records contract activity
- Supervises, coordinates, and evaluates the work of the Human Resources Generalist.
- Provides day to day leadership and works with the CCEE Human Resource Generalist to ensure high performance, customer service-oriented work environment that supports the CCEE's objectives
- Initiates all personnel action forms and ensures proper approval and completion
- Assists with all Human Resources-related inquiries or requests
- Serves as link between the Liaison, Administrative Agent team, and CCEE
- Works closely with other departments in resolving problems and discrepancies
- Manages the CCEE employee portal with accurate and current policies, procedures, and forms
- Works closely with Information Services on the assignment of employee credentials to access the online staff portal and troubleshoots system errors

- Develops, updates and maintains accurate operations documents/procedures and structures in coordination with Liaison and Senior Fiscal Director
- Responds to requests for information from various internal and external stakeholders, and refers matters to appropriate staff and/or takes or recommends action to resolve requests
- Types and/or drafts reports, memoranda, correspondence, presentations, e-mails, agendas, billing forms, requisitions, contract requests and other documents and reports often of a highly sensitive and confidential nature
- Proofreads, checks and edits a wide variety of forms, documents and other materials for accuracy, completeness and compliance with organizational standards, policies and procedures
- Ensures compliance with organization standards and procedures
- Identifies current operational activities and provides feedback and suggestions for improvements
- Serves as an information resource to staff in determining appropriate work methods and processes
- Trains staff on applicable organizational policies, work processes and procedures and on uses of specialty software such as Acrobat, Dropbox, OneNote, Office Teams, etc.
- Attends organizational management staff meetings
- Provides leadership and participates in programs and activities that promote a positive employee relations environment
- Builds and maintains strong customer relationship through regular meetings and communications
- Assists in compiling data for department/program budgets; may monitor fiscal activities and the status of budget/accounts and prepare budget adjustment requests as directed, and in coordination with the Senior Fiscal Director
- Submits and coordinate facilities, technical, and equipment repair workorder requests
- Performs and/or coordinates the completion of special projects as assigned
- Provides support to committees as assigned
- Provides back up for other administrative support staff as needed
- Performs other duties as assigned requiring essentially the same effort, skill and responsibilities as needed

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 related field, preferred. At least three years experience in office management, or other professional business experience required. Experience in a County Office of Education or school district preferred.

KNOWLEDGE OF:

- Basic office administrative and management practices and procedures
- Principles and practices of effective supervision
- Understanding of general human resources functions and best practices
- People management skills
- Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation

- Ability to read and apply 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
- Basic research techniques, methods and procedures
- Computer proficiency in Outlook, Word, Excel PowerPoint, Zoom, Google Doc's, Dropbox

SKILLS AND ABILITY TO:

- Plan, organize, coordinate, supervise and oversee the operations and activities of assigned administrative agent support staff
- Understand, interpret, explain and apply operations procedures applicable to areas of assigned responsibility
- Manage multiple and rapidly changing priorities calmly and efficiently
- Organize, research and maintain complex and confidential office files
- Prepare clear, accurate and concise records and reports
- Deal with sensitive and difficult situations
- Establish and maintain effective working relationships with CCEE and CCEE Administrative Agent staff, county office, school district personnel, the public, and other related individuals
- Ability to maintain a high level of confidentiality
- Excellent time management, organizational skills and enjoy working in a fast paced environment
- Excellent collaborator
- Work effectively under pressure
- Define issues and problem solve by analyzing issues and creating plans of action
- Meet schedules and timelines
- Work independently with little direction
- Communicate effectively both orally and in writing
- Utilize initiative and judgement in sound decision making
- Detail-oriented
- Desire to work as a team with a results driven approach
- Understanding, empathetic and relatable
- Meet the occasional travel requirements of the position
- Operate standard business office equipment and software

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%, 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
- The noise level is typical of an open office work environment with background noise of telephones and conversations
- Works under stressful conditions with interruptions and shifting demands

CERTIFICATES/CREDENTIALS/LICENSES

Valid California driver's license required