

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

**CCEE Administrative Agent Professional Expert Description
CCEE Coordinator**

THE POSITION:

Under the direction of the Marin COE Administrative Agent Senior Coordinator, or their Designee, the Coordinator is a hands-on point person who expertly and independently provides project management and technical support on a wide variety of daily operational activities, with a concentration on contracts management, coordination of Request for Proposals (RFP), project support to human resources, and office management support. The Coordinator provides executive-level administrative support to key operational activities and leads project planning, organizing, and tracking for contracts and special projects, while collaborating with other members of the Administrative Agent team within a dynamic environment that is customer service focused. A successful candidate exercises good problem solving and judgment in a variety of situations, demonstrates strong written and verbal communication, engages project management and organizational skills, and maintains a realistic balance among multiple priorities with the ability to easily pivot, while contributing to the Administrative Agent in support of the CCEE. In this capacity, the Coordinator may supervise one or more 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.

PROJECT MANAGEMENT:

- Independently manages special assignments, project timelines, and project specific tasks
- Manages contract lifecycle activity that involves planning, drafting, tracking, recording, and reporting
- Coordinates and oversees the process and project timeline for Request for Proposal (RFP) activities
- In collaboration with Senior Coordinator, designs working templates, reviews and prepares reports, revises policies and procedures, and contributes to system workflows to enhance work efficiencies
- In collaboration with Senior Coordinator and the Fiscal Director, contributes to the development and refining of operations documents, forms, and procedures
- Works in partnership with Human Resources staff to assist with the coordination and implementing of key activities such as recruitment, employee log-in credentials, employee calendar and leaves reporting, benefits and general administrative support as needed
- Manages the employee self-service portal (Dashboard) with regular review and content updates, including system support for CCEE and Administrative Agent staff
- Assists with financial system activities with requisition initiation and requisition approvals for both CCEE and Administrative Agent
- Conducts research using various resources including internet, archive files, and legislative references to inform and prepare reports, summaries, and updates to the Senior Coordinator and CCEE Liaison

OPERATIONS MANAGEMENT:

- Serves as the link between the Administrative Agent team, the CCEE, internal and external partners
- Serves as an information resource to the Administrative Agent team in determining appropriate work methods and processes to ensure compliance with organizational standards and procedures
- Serves as a technical resource to the Administrative Agent team on uses of specialty software and tools including Google workspace, Monday.com, OneNote, Adobe forms, etc.
- Provides leadership support in activities that promote a positive employee relations environment
- Identifies current operational activities and provides feedback and suggestions for improvements
- Provides support to fiscal activities that may include, compiling data for budget/program reporting; and monitoring the status of budget/accounts in coordination with the Fiscal Director
- Performs and/or coordinates the completion of special projects as assigned
- Provides cross-departmental administrative support to the Administrative Agent team taking on necessary support functions as needed

COMMUNICATIONS/LOGISTICS:

- Actively manages recurring internal meetings by calendaring, communicating with team members, preparing agendas, capture and dissemination of meeting minutes, and following up on action items on behalf of the Senior Coordinator and CCEE Liaison as necessary
- Communicates directly, and on behalf of the Administrative Agent, with CCEE staff and external partners on matters related to contracts and other matters as directed
- Collaborates with other team members on the analysis of issues and problem solving and the development of action plans and appropriate communications on effective solutions
- Types and/or drafts reports, memoranda, correspondence, presentations, e-mails, agendas, contract requests and other documents often of a highly sensitive and confidential nature
- Builds and maintains strong relationships through regular meeting participation and communications
- Collaborates and communicates with other Administrative Agent team members to organize, implement, and maintain electronic filing systems pursuant to organizational standards
- Provides support with proofreading and content editing on a wide variety of forms, documents and other materials for accuracy, completeness and compliance with organizational standards and policies
- Compiles, prepares, proofs, and enters data for budgets, reports, and other materials as needed
- Performs other duties as assigned requiring essentially the same effort, skill and responsibilities

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 and people management
- Understanding of general human resources functions and best practices
- Project management strategies and application
- 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:

- Effective project management planning, and organizational skills
- Understand, interpret, explain and apply operations procedures applicable to areas of assigned responsibility
- Conduct and manage multiple and rapidly changing priorities calmly and efficiently
- Effectively plan, organize, coordinate, supervise and oversee the operations and activities of assigned administrative agent support staff as directed
- Work effectively under pressure and enjoys working in a fast-paced environment
- Define issues and problem solve by analyzing issues and creating plans of action
- Organize, research and maintain complex and confidential office files
- Prepare clear, accurate and concise records and reports
- Communicate effectively both orally and in writing
- Strong team collaborator with a focus on a professional and personalized customer service approach
- Establish and maintain effective working relationships with CCEE, Marin COE and external partners
- Utilize initiative and judgement in sound decision making
- Navigate sensitive and difficult situations with integrity
- Maintain a high level of confidentiality
- Strong adaptability skills
- Meet schedules and timelines
- Work independently with little direction
- Detail-oriented
- 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% 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
- 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