

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

CCEE Administrative Agent Professional Expert Description Assistant

THE POSITION: Under the direction of the Administrative Agent Coordinator, the Assistant provides general and project-based administrative office support to the Administrative Agent functions of the Marin COE in its role as Administrative Agent for the CCEE. The Assistant performs a variety of complex administrative, technical, and clerical duties, including but not limited to calendaring and scheduling, meeting coordination, document development, and general office support that facilitate an efficient working environment.

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.*

- Assists in the coordination of meetings and other events, including organization of travel arrangements, logistics, facilities set-up, materials, and on-site administrative support
- Maintains team calendars and establishes timelines of related activities, due dates, and schedules
- Assists in human resources clerical activities of a confidential nature, including job recruitment documentation and systems support, file organization, and data entry
- Assists in organizing and maintaining a variety of files and records both electronic and physical in a confidential manner
- Supports with ordering and managing supplies, maintaining office equipment, and other necessary support functions
- Assists with the review, preparation, drafting and editing of meeting agendas, presentations, board documents, web-based materials, reports, and general office correspondence
- Assists with the designing and formatting of fillable and interactive form templates
- Solicits and collects requested information from a variety of internal and external sources
- 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 from an accredited college/university preferred. At least 3 years of progressive administrative experience, ideally supporting a department director or program director and project staff, desired.

KNOWLEDGE OF:

- Work organization and modern office management principles and practices
- Accepted business English usage, including spelling, grammar, and punctuation
- Principles and practices of sound business communication
- Principles and practices used to establish and maintain files and information retrieval systems
- Efficient utilization of office equipment, computer, and standard computer software
- Computer proficiency in commonly used office programs, such as Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), virtual meeting platforms (Zoom), web-based document editing and storage suite (Google Docs), Adobe Acrobat, DocuSign, and the advanced features of these programs, such as styles, formulas, and graphics
- Broad based research skills to identify and collect appropriate data given minimal direction
- Safe work practices

SKILLS AND ABILITY TO:

- Learn and understand the organization and operation as necessary to assume assigned responsibilities
- Perform a range of administrative, secretarial, and clerical duties involving the use of independent judgment and personal initiative
- Effectively plan, organize, and complete short and long-term tasks and responsibilities, while accommodating changing timelines and priorities
- Communicate proactively, including the ability to communicate effectively, both verbally and in writing, with all levels of team members.
- Organize and anticipate needs and balance multiple projects simultaneously
- Respond effectively to tasks and demands of multiple team members
- Be a highly motivated team player with ability to develop and maintain collaborative relationships with all levels internal and external to the organization
- Exercise resourcefulness and careful attention to detail, while working under pressure in a fast-paced environment
- Maintain a high level of confidentiality
- Maintain a "solution conscious" attitude when faced with challenges
- High level of self-motivation and ability to work independently, when necessary

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