

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATOR - SUPERINTENDENT PROJECTS

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools or designee, performs highly complex, confidential and detailed administrative functions, requiring considerable knowledge and understanding of and ability to interpret and communicate Santa Clara County Office of Education ("SCCOE") policies, procedures, initiatives, priorities, and projects to others; supervises and ensures completion of specialized and technical projects for the County Superintendent of Schools; conducts extensive research and analysis; coordinates and participates in public relations and media activities; coordinates and manages the processing of legal agreements for the County Office and administers budgetary oversight of such agreements; supervises, coordinates, plans, and organizes office operations, projects and staff.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Performs highly complex, confidential and detailed administrative functions, requiring considerable knowledge and understanding of and ability to interpret and communicate SCCOE policies, procedures, initiatives, priorities, and projects to others.

Acts as a liaison between assigned upper management and staff members, community members, elected officials, and any SCCOE constituency group, in an interpersonally skilled manner, by using courtesy, tact, diplomacy, sensitivity, patience and professionalism; receives, screens, routes, answers, researches and prepares replies to incoming communications and complaints by consulting with relevant internal and external parties.

Communicates with other administrators, personnel and outside organizations to coordinate activities, programs and special projects, resolve varied and complex issues and conflicts and exchange information.

Supervises and ensures completion of specialized and technical projects for the County Superintendent of Schools; ensures the proper prioritization, timely completion, and meeting of deadlines for special projects.

Conducts, synthesizes, analyzes, and prepares qualitative and quantitative research and makes recommendations based on the research analysis in relation to all assigned duties and content areas, such as legislation pertaining to county offices and school districts, formal and informal complaints, and confidential matters regarding the SCCOE.

Displays and maintains a high degree of judgement, discretion and confidentiality when dealing with highly sensitive matters; analyzes situations accurately with good judgment and adopts and recommends effective courses of action.

Develops, researches, prepares, and maintains highly complex qualitative and quantitative record systems and project-appropriate filing systems.

Develops presentations, trainings, and related materials for Board members, district leaders and others; coordinates trainings for Board members, district leaders and others.

Coordinates and participates in public relations and media activities, including special events, and collaborates with the Office of Public Affairs to arrange for media coverage and official press releases.

Plans, organizes, and directs the preparation, creation, and distribution of any materials developed for any informational, public relations, event planning purposes or special projects, such as but not limited to: notices, bulletins, brochures, newsletters, formal or informal presentations or trainings for small or large groups, and any related materials or activities.

Coordinates and manages the processing of legal agreements for the SCCOE and administers budgetary oversight of such agreements.

Analyzes and administers budget accounts for offices/departments/divisions.

Develops, administers and implements highly complex strategic processes and procedures for continuous organization-wide improvement and communicates implementation to relevant stakeholders.

Coordinates, assigns, prioritizes, and supervises office work flow, including, but not limited to: office management, project management, special projects, maintenance of calendars and schedules for the office and any assigned administrators, preparation, development, review, editing, and completion of any assigned agendas, minutes, resolutions, legal documents, reports, directories, adoptions, or any correspondence.

Establishes and enforces standards and expectations of performance for assigned staff; supervises, coordinates, trains, provides work direction, and guidance to assigned staff, including delegating, distributing, prioritizing and reviewing work; counsels and evaluates assigned staff.

Supervises the preparation of meeting agendas, meeting materials, and the official record and minutes of any assigned meeting which may include the official Governing Board meeting.

Develops and administers the implementation of an online system for submitting and managing Board meeting agenda items; provides training to system users.

Develops and manages departmental websites and other online sites and systems.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and administration of special projects.

Principles, practices, methods and terminology used in county office administration.

Current laws, guidelines, codes, regulations and rules related to SCCOE functions.

Operations, policies and objectives relating to SCCOE activities.

SCCOE policies and procedures.

SCCOE organization, operations, policies and objectives.

Techniques, tools, practices, and analysis methodology used in the development, supervision, and evaluation of employees.

Recording-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operations of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Advanced research methods.

Intermediate-level math and statistics.

Budget preparation and control.

ABILITY TO:

Perform a variety of complex functions in coordinating the projects and staff of an office.

Work strategically and collaboratively across departments

Operate standard and modern office equipment and software.

Train and supervise the work of assigned personnel.

Plan and organize work for self and others.

Meet schedules and timelines.

Learn and follow oral and written instructions.

Complete assignments with many interruptions.

Coordinate and oversee the production of SCCOE agendas and minutes.

Respond to various inquiries or complaints and refer to the proper source.

Analyze situations accurately with good judgment and adopt and recommend effective courses of action.

Learn, research, synthesize, interpret, apply, explain and assure compliance with rules, regulations, policies and procedures as related to SCCOE functions.

Perform difficult and complex office tasks, practices, and procedures requiring accuracy, independent judgment, resourcefulness and knowledge of office functions and SCCOE policies.

Maintain current knowledge of laws, rules and regulations related to SCCOE activities.

Maintain confidentiality of sensitive and privileged information.

Utilize interpersonal skills of courtesy, tact, diplomacy, patience and professionalism.

Establish and maintain cooperative and effective working relationships with others including the application of good public relations principles.

Maintain records.

Plan and conduct complex and technical research and analysis.

Prepare, gather, read, comprehend, analyze, interpret, and report on complex and comprehensive statistical and narrative data and reports.

Use proper spelling, punctuation and grammar.

Compose correspondence and written materials independently.

Communicate effectively both orally and in writing.

Speak clearly and concisely and make presentations to small and large groups.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in Education, Public Policy, Public Administration, Business Administration or related field and five years of increasingly responsible professional office

experience which includes increasingly responsible assignments in project management, event planning, and public relations including at least one year supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Personnel Commission Approval: May 9, 2018



Jonathan Muñoz
Interim Director – HR/Classified Personnel Services

05/09/18

Date