

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: MANAGER - STRATEGY AND IMPLEMENTATION**

#### **BASIC FUNCTION:**

Under the direction of County Superintendent of Schools, plans, develops and manages strategies, projects and policies for fostering the culture necessary for the Santa Clara County Office of Education ("SCCOE") to achieve its core mission and goals; aligns and executes key functions for strategy planning, organizational development, and service improvement. Leads special projects as assigned by the County Superintendent.

#### **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:**

Plans, develops and manages strategies and policies for fostering the culture necessary for the SCCOE to achieve its core mission and goals; facilitates implementation of the SCCOE's mission, vision, values, and goals.

Participates in the identification of department /unit goals and objectives, confers on major procedural changes and sensitive issues, and exercises discretionary judgment in establishing priorities, resolving problems, modifying procedures for positive results and recommending courses of action to achieve desired outcomes.

Reviews and recommends revisions to office, department, division, or Board policies, procedures, and regulations to ensure compliance with State and federal laws; coordinates and participates in the preparation of updates, revisions, deletions, and additions to office, department, division, or Board policies, procedures, and administrative regulations.

Oversees efforts to align SCCOE administrative functions, processes and special projects; provides leadership in the development of system-wide improvement strategies; coordinates, leads and monitors cross-branch initiatives and projects; conducts surveys essential to meeting the needs and objectives of the SCCOE.

Leads efforts for planning, implementing and evaluating programs and services as necessary to support the SCCOE's fulfillment of strategic goals and objectives for achieving operational excellence and efficiency.

Assists the County Superintendent of Schools to provide continuous support and guidance to the Leadership Team; assists leaders in establishing, meeting or exceeding goals, objectives, policies and procedures for every service area of the SCCOE; plans and coordinates Leadership Team meetings.

Develops policies, procedures, and practices to ensure that all programs and operations are continuously monitored, aligned, and improved; interprets the philosophy, programs, and policies of the SCCOE to staff, districts, and the community.

Coordinates interviews and press conferences with the Office of Public Affairs and any public relations entity or representative, exercising discretion in disseminating information, reviewing and approving documents prior to release.

Supports the County Superintendent of Schools to develop, foster and manage strategic partnerships; develops memorandums of understanding and other agreements as needed.

Furnishes pertinent information to local chambers of commerce, city halls, businesses, and other local and governmental agencies, or any other related public relations entity or representative, exercises discretion in disseminating information.

Leads special projects related to building community partnerships to expand the SCCOE’s presence in the community; fosters positive working relationships with various community leaders and organizations.

Manages projects to ensure tasks are assigned to appropriate staff, meet timelines, and are aligned to the SCCOE brand.

Assists in the processing and management of legal services contracts and related invoices ensuring the necessary confidentiality for these matters.

Oversees and processes the donations and gifts received by SCCOE qualifying under the Internal Revenue Service Code 501(c)(1) as tax exempt; prepares and submits donations as agenda items for Board meetings; prepares correspondences to donors; manages the donations webpage.

Represents the Office of the Superintendent in Helping Employees Learn and Lead Orientation (“HELLO”).

Oversees the processing of vendor contracts for the Office of the Superintendent; reviews and monitors special project contracts; ensures special project contracts comply with SCCOE policies; participates in the budget development process and maintains a high level of fiscal responsibility.

Operates a computer and assigned software programs; operates other office equipment as necessary.

Supervises personnel as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Strong communication, project management and critical thinking skills.

Principles, practices, methods and terminology used in SCCOE administration.

Operations, policies, procedures and objectives relating to SCCOE activities and operations.

Applicable laws, codes, regulations, policies and procedures.

Organizational development practices and procedures.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

- Develop, foster and maintain relationships with internal and external personnel.
- Manage multiple projects simultaneously and work well under deadlines.
- Make effective decisions and resolve problems affecting complex and sensitive areas and situations.
- Work strategically and collaboratively across departments.
- Translate conclusions into recommendations for the design and implementation of large-scale organizational-change policies and initiatives.
- Develop strategic processes and procedures that result in office-wide efficiencies.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and timelines.
- Complete assignments with many interruptions.
- Plan and coordinate Leadership Team meetings.
- Operate standard and modern office equipment and software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor’s degree in Education, Public Administration, Business Administration or related field and three years of increasingly responsible experience in organizational development, educational leadership or business management.

**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.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

Approved by Personnel Commission: May 9, 2018

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06/10/20

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Marisa Perry

Date

Interim Director – HR / Classified Personnel Services