

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: SENIOR ADMINISTRATOR - SUPERINTENDENT PROJECTS

#### BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, plans, organizes, and directs priority, complex and special projects and events for the County Superintendent; serves as an advisor to the County Superintendent; coordinates information and organizes activities to ensure smooth, coordinated and efficient project operations; collaborates and oversees projects working with other departments within and across divisions; directs staff to support special projects and initiatives; serves as a representative of the County Superintendent of Schools at internal committee meetings; oversees the processing of legal agreements, monitors billing of such and administers budgetary oversight of such agreements for the County Office; supervises and evaluates the performance of assigned personnel.

#### REPRESENTATIVE DUTIES:

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

#### ESSENTIAL DUTIES:

Organizes, coordinates, and directs work on priority, complex and special projects, as assigned by the County Superintendent, to accomplish stated goals, including developing and implementing work plans and coordinating with multiple programs/program directors and staff; provides leadership; directs, administers, and supervises assigned projects, initiatives, and department(s).

Provides leadership to align administrative functions, processes, and special projects within the Executive Services Division and throughout the agency; engages multiple departments to fulfill strategic goals and objectives and achieve operational excellence.

Evaluates processes and practices, including evaluating the effectiveness and efficiency of service delivery methods and procedures; recommends and implements changes to build capacity and achieve efficient operational excellence to ensure Superintendent projects and initiatives are continuously monitored, aligned, and improved; assigns and monitors workloads; conducts continuous improvement cycles of inquiry; implements identified improvements.

Ensures that expectations and deadlines are clearly communicated to administrators and staff regarding project plans, timelines, needs, and vision; ensures that issues that need the Superintendent's attention are handled efficiently and in a timely manner.

Advises personnel on communication strategies and assists with the development and release of information.

Oversees and supports the preparation of the Superintendent's evaluation.

Develops and oversees cabinet agendas and reviews minutes.

Represents the County Superintendent and/or serves as their alternate on internal committees; provides ongoing updates to the County Superintendent.

Leads a team to coordinate the County Superintendent’s priority events and creation of associated materials.

Leads special project county office-wide committees or work groups as assigned by the County Superintendent.

Prepares and reviews a wide variety of complex materials (e.g. special projects, reports, PowerPoints, communications) and creative content (brochures, pamphlets, flyers) for the purposes of documenting activities, providing easily digestible information, providing references, making presentations, and/or providing supporting materials for requested actions.

Oversees assigned department in the Executive Services Division and monitors the progress and completion of tasks.

Directs, reviews, and approves assigned personnel management functions, such as hiring and termination, staff development, employee evaluation and coaching; coordinates subordinate work assignments and schedules, and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements; directs the development and implementation of staff development activities.

Supports the hiring and onboarding processes.

Works effectively with diverse points of view; listens to and communicates effectively with staff, partners, and members of the community.

Leads collaboratively, in a servant-leadership style, to create and lead highly energized teams, characterized by honest and open communication, mutual respect, and commitment to the organization.

Uses non-traditional/creative approaches to problem-solving with the awareness that decisions will have SCCOE and county-wide impact.

Communicates with Office-wide leadership, personnel, and outside organizations to review, assess, and determine appropriate responses to resolve issues and conflicts, build relationships, and exchange information.

Develops and oversees the legal budget and processing of confidential expenditures; monitors the development of legal service agreements and amendments; applies and observes appropriate fiscal controls and best practices.

Prepares memos, talking points, correspondence, and presentations for the County Superintendent as needed.

Organizes tools and uses practices that promote collaboration, timely communication, and transparency.

Assesses needs and recommends, develops, plans, and coordinates strategies and deliverables for self, department, and collaborative teams.

Provides leadership in system wide improvement strategies by developing policies, processes, tools, and communication/training plans, in collaboration with Office-wide leadership, in order to increase internal workplace efficiencies on behalf of the Superintendent agencywide.

Provides strategic review on behalf of the Superintendent for Executive Services Division leaders succession and cross training plans.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

**OTHER DUTIES:**

Performs other duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

**KNOWLEDGE OF:**

- County Office of Education operations, structure, policies and procedures.
- Electronic project management and meeting coordination software applications techniques.
- Applicable laws, codes, regulations, policies, and procedures.
- Principles and techniques of budget preparation and control.
- Organization management, planning and evaluation strategies, techniques and procedures.
- Research and development strategies, process and techniques.
- Business correspondence formatting.
- English grammar, spelling, punctuation, sentence structure, and document composition.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Plan, track, and implement highly technical projects to ensure they are on-time, on-budget, and that objectives are achieved.
- Navigate organizational change and implement effective change management.
- Plan, organize and direct special projects.
- Direct and evaluate the performance of assigned staff.
- Apply high-quality internal and external customer service.
- Direct staff in developing excellent customer service practices.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Represent the organization in a positive manner.
- Work collaboratively with diverse groups and individuals.
- Establish and maintain cooperative organizational, public and community relationships.
- Work independently with little direction.
- Work on the County Superintendent's schedule which may include early mornings, evenings, weekends, and on-call hours.

Evaluate and analyze complex problems, issues and concerns, and recommend appropriate alternative solutions and make effective and timely decisions.  
Meet schedule and timelines.  
Plan and organize work.  
Operate a computer and assigned office equipment.

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams.  
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.  
Demonstrates emotional intelligence.  
Models inclusive, effective, and authentic communication.  
Applies knowledge of the intersectionality of race, equity, and inclusion.  
Builds and sustains positive, trusting relationships.  
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**

A master’s and bachelor’s degree from an accredited college or university in business administration, educational administration, or related field relevant to the position, and five years of increasingly responsible and complex work experience directly related to the duties of this position.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license.  
Project management certificate preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.

Approved by Personnel Commission: February 14, 2024



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 2/14/24