

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR - INCLUSION COLLABORATIVE OPERATIONS

BASIC FUNCTION:

Under the direction of an assigned administrator, the Supervisor – Inclusion Collaborative Operations is responsible for oversight of the day-to-day operations of the Inclusion Collaborative department; serves as a technical resource with decision making authority; represents the department, often serving as the Director’s appointee while supervising, coordinating, and organizing office operations, projects and staff; performs highly complex, confidential and detailed administrative operations; administers budgetary oversight of multiple funding streams, including, but not limited to, private donations, inter-agency and non-agency agreements, state and local grants, fee for service operations, fundraising activities and large scale events.

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:

Oversees the development, implementation and monitoring of multiple budgets from varied sources; manages and tracks multiple contract and grant policies; provides comprehensive reporting to funders; interprets grant compliance requirements and gathers pertinent results.

Reviews and analyzes financial statements, records and reports to provide input for the strategic financial planning decisions of the Inclusion Collaborative; implements customized program improvements.

Establishes and maintains department procedures, rules, regulations, and policies; assures department activities comply with established Santa Clara County Office of Education (SCCOE) codes, rules, regulations, policies and procedures; maintains department timelines and priorities; meets department and office needs as assigned.

Leads and advises committees of SCCOE staff and partner agency representatives to develop procedures to effectively implement required operations and other related assistance.

Trains and supervises assigned personnel; assists with resolving staff issues; enforces standards and expectations of performance; provides work direction and guidance, including delegating, distributing, prioritizing and reviewing work; counsels assigned staff.

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

Actively participates in SCCOE committees; researches, prepares, and presents on specific focus areas.

Independently composes correspondence on a variety of matters including those of a confidential nature; designs and creates content for various communications, contracts, statistical data, fiscal reports, personnel records and other materials as directed; prepares, formats, edits, proofreads and revises written materials.

Coordinates, develops and delivers training for staff; attends and participates in relevant conferences and meetings.

Researches, prepares and contributes to meetings and trainings; prepares related communications, reports, presentations and agendas; records meeting notes, prepares and distributes notes with action items, updated records, documents and follows up on action items with appropriate personnel.

Develops, implements and manages an ongoing multilingual Fee for Service program in coordination with Inclusion Training Specialists; provides operation management and oversight of multiple areas, including the supervision of the development of services offered, creation of quotes, writing content for and processing of Memorandum of Understanding (MOUs)/contracts/internal service agreements, ensuring service completion, develops, researches, prepares, and maintains highly complex qualitative and quantitative data collection and analysis.

Collaborates with managers and administrators, SCCOE personnel and outside agencies in the development and implementation of external and internal contracts for department projects and services.

Performs special projects and prepares various forms and reports on behalf of the Director; attends to administrative details as assigned; performs varied duties related to the Director's multiple areas of responsibility and programs.

Supervises and directs department operations to ensure accurate and timely completion of specialized and technical administrative assignments to meet all SCCOE fiscal deadlines as assigned.

Collaborates with internal partners regarding the marketing and promotion of Inclusion Collaborative services and activities; provides creative input, develops layout concepts and supports maintenance of up-to-date content on the Inclusion Collaborative website; maintains close working relationship with SCCOE Webmaster.

Directs the preparation and maintenance of a variety of reports (i.e. evaluation, statistical data, agency compliance, and narration), records and files related to assigned activities for multiple audiences.

Leads the planning and management of large scale in-person and/or virtual events with substantial budgets; develops programs that are academically appropriate, applicable and relevant to audience; establishes event goals that are aligned with the mission, vision, values, and goals of the department and SCCOE; assists with the procurement and coordination of event speakers; manages purchase of supplies, equipment and services.

Manages multiple digital platforms to execute the timing, program and content for department sponsored events; provides consistent, on-going communication and maintains strong public relations with

stakeholders, including administrators, personnel, outside agencies and the public; resolves issues and conflicts; develops and implements marketing strategies and administers registration oversight.

Coordinates and schedules various appointments and meetings; makes travel arrangements; reserves facilities; prepares and assures proper completion of reimbursement forms; maintains and coordinates the calendar for assigned administrator; prepares and disseminates department level calendar of events; coordinates and arranges special events and activities as directed.

Provides research and support of grant activities for the Inclusion Collaborative, including research of funding streams, content area, fiscal supports, and budgeting collaboration with SCCOE accounting department staff.

Maintains adequate resource levels to meet growing department needs; coordinates purchase of supplies, equipment and services as necessary; arranges for equipment maintenance and replacement as needed; supervises and authorizes expenditures in accordance with established limitations.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Inclusion Collaborative department policies, procedures, initiatives, priorities.

Planning, organizing and administration of the Inclusion Collaborative.

Organizational management, data management and procedures related to Inclusion Collaborative.

Strategic level budget planning, preparation, monitoring, and control for multi-million-dollar budgets.

Finance and operations management.

Strategies and methods for developing agreements and partnerships.

State & Federal requirements as related to Inclusion Collaborative.

Oral and written communication skills.

SCCOE organization, operations, policies and objectives.

Principles and practices of administration, supervision and training.

Multiple computer software applications for reporting including Zoom, DocuSign, Office 365, Adobe Acrobat, Constant Contact, Eventbrite, SCHED, YouTube, Google suite of office applications.

Principles and methods of inclusive practices.

Inclusion Collaborative Mission, Vision and Values.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Analyze situations accurately and recommend effective courses of action.

Interpret SCCOE and Inclusion Collaborative department policies, procedures, initiatives, priorities.

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

Execute all fiscal duties ensuring efficient flow of budgets, staffing and strategic planning.

Maintain a high degree of judgment, discretion and confidentiality of sensitive and privileged information, often while working under pressure.

Work strategically and collaboratively across departments.
Conduct comprehensive planning for program goals and objectives.
Communicate effectively both orally and in writing.
Work under pressure and complete assignments enduring many interruptions.
Perform difficult and complex department tasks, practices, and procedures requiring accuracy, independent judgment, resourcefulness and knowledge of department functions and SCCOE policies.
Meet schedules and timelines while working under pressure.
Work independently with little direction.
Plan, organize and prioritize work.
Operate a computer and assigned office equipment.
Prepare comprehensive narrative and Inclusion Collaborative statistical reports for the public.
Train and support assigned staff.
Establish and maintain working relationships with districts, community members, teachers, family members and others.
Conduct effective program evaluations.

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:

Any combination equivalent to: Bachelor’s degree in Business Administration with major coursework in organization development, operations management, finance, marketing or related field, and three years increasingly responsible operations/finance management and program management experience. Instructional program management and knowledge of inclusive practices preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct business.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.

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

Approved by the Personnel Commission: November 9, 2022



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/9/22