

MONTEREY COUNTY OFFICE OF EDUCATION

ADMINISTRATIVE OFFICER OFFICE OF THE COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFICATION: Classified Management

SALARY LEVEL: 81

WORK YEAR: 227

DEFINITION:

Under the direction of the County Superintendent the Administrative Officer is responsible to coordinate, plan, and implement effective, efficient, confidential, and responsive daily operations of the Office of the County Superintendent of Schools to ensure proper disposition of all critical matters within the organization, with our districts, and with the public; and is responsible to accomplish key functions that are essential to fulfilling the mission of the MCOE and public education in Monterey County.

SUPERVISOR:

County Superintendent of Schools

POSITION(S) SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Respond quickly and with professionalism to a myriad of inquiries and needs from within the organization, from our 24 districts, and from the public
- Represent the Superintendent of Schools at all times
- Incident Commander in emergency situations, and maintain emergency contact numbers for incident command team
- Monitor the daily email of the County Superintendent of Schools for pressing requests and urgent correspondence, address as needed on behalf of the County Superintendent, and coordinate responses with Executive Assistant
- Work with parents, districts, the Board of Education, and counsel as necessary for interdistrict attendance appeals
- Work with parents, districts, the Board of Education, and counsel as necessary for expulsion appeals
- Interface with school districts and Monterey County Elections department to ensure school board vacancies are filled accurately and in a timely manner

- Administers MCOE's process for analysis and review of petitions received by the County Committee on School District Organization regarding unification, territory transfers, and establishment of trustee areas
- Participate as member of Superintendent's Cabinet, prepare the agenda, and maintain action notes to ensure follow-through
- Participate in Superintendent's Council, prepare the agenda, and maintain notes and ongoing communication with district superintendents
- Serve as liaison for County Superintendent with Deputy Superintendent and Division Heads and Directors
- Facilitate all aspects, including fundraising to maintain self-sufficiency, for the Countywide Spelling Bee and participation of champion at the National Spelling Bee
- Organize and coordinate all aspects, including fundraising to maintain self-sufficiency, for the Monterey County Science & Engineering Fair and participation of top students at the California State Science Fair and Intel International Science & Engineering Fair
- Coordinate Student Literary Days for the Authors and Ideas Festival including school sign-ups, student introducers, volunteers for green room, adult educator passes, transportation coordination at the event, and follow up with student thank you notes. Also arrange large assemblies at schools in Monterey County for Festival to the Schools
- Create a proactive, responsive, collaborative, and positive work environment in the County Superintendent's office
- Develop, implement, manage and evaluate success of a variety of organizational and special projects
- Attend Board meetings twice each month and monitor action items for follow up
- Serve as adviser for AmeriCorps, Monterey County United for Literacy Program
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance; on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site to site) and drive an automobile and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason define problems; establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from an accredited college or university
- Five (5) years of progressively responsible administrative office experience

- Demonstrated successful experience serving as a liaison and project manager

Knowledge of:

- Collaborative leadership principles and practices, and organizational management
- MCOE policies and administrative regulations
- Applicable sections of California State Education Code and other applicable laws
- Incident Command Emergency Procedures and Response
- Principles and best practices in Administration, supervision and training
- Budget development and management processes
- Interpersonal skills using tact, patience and courtesy
- Fund development and fundraising
- Effective communications and public relations

Skills and Abilities:

- High level competency in oral and written communications and public relations
- Interact and maintain cooperative relationships with all level of staff and the public
- Communicate effectively both orally and in writing
- Analyze situations accurately and adopt and carry out an effective course of action
- Multi-task at the level required to meet the demands of a large, complex, and diverse service agency
- Attend to essential details to ensure effectiveness of the operations of the County Superintendent's office
- Collaborate with internal staff, districts, and the public
- Meet schedules, timelines and deadlines; prioritize immediate over routine tasks; manage delegation of tasks and workflow
- Prepare and control budgets of the County Superintendent's office
- Prepare office staff evaluations for the County Superintendent's review
- Prepare and present information to a variety of groups
- Maintain accurate reports and records
- Maintain current knowledge of MCOE's policies, rules, regulations, requirements and restrictions

Desirable Qualifications:

- Master's degree in a relevant field

Licenses and Certifications:

- California Driver's License and evidence of insurability

Other Requirements:

- Must be able to maintain confidentiality, professional effectiveness, and personal demeanor at all times
- Must be willing to modify days/hours and to work evenings and weekends on occasion
- Must be willing to travel using own transportation with mileage reimbursed, as the job may require