

**MARIN COUNTY OFFICE OF EDUCATION
DEPARTMENT OF ADMINISTRATIVE SERVICES
ASSISTANT TO THE SUPERINTENDENT
Job Description**

Brief Description of Position:

To assist the Superintendent in all administrative matters as assigned. Management of special projects with particular emphasis on the support of the Superintendent related to board policy and procedures, district and community relations.

Major Duties and Responsibilities:

1. Provides administrative support services for the Marin County Superintendent of Schools.
2. Carries out special assignments from the Superintendent as assigned.
3. Researches and prepares background and supporting documentation for meetings of the Superintendent
4. Reviews and edits completed staff work including correspondence, reports, program applications, etc.
5. Works with specialists, directors and others in planning and developing programs and supportive services.
6. Reviews and analyzes data collected from MCOE departments and prepares recommendations and reports based on the data.
7. Represents the Superintendent at meetings as directed.
8. Promotes services available from MCOE through writing and disseminating information.
9. Under the direction of the Superintendent, supervises special programs as assigned.
10. Assists in the development of educational goals, objectives and program budgets for County Office operations.
11. Systematizes and coordinates the planning of a variety of special projects within the office.
12. Provides assistance in the development of projects, applications, press and other public communication or materials.

Supervision Exercised or Received:

Directly responsible to the Superintendent.

Position Qualifications:

Knowledge of:

- a) Education-related issues and education system
- b) Familiarity with the education community and the general community in Marin County
- c) Public relations, marketing, and media principles, practices, and policies
- d) Public education goals, programs, achievements, and challenges
- e) Structure and governance of California schools
- f) Principles of management

Ability to:

- a) Write clearly and persuasively for a wide variety of readers
- b) Speak effectively before large and small groups
- c) Work well with media personnel
- d) Plan, edit, and produce publications and electron/visual presentations
- e) Communicate and promote the programs and activities of the Office of Education
- f) Enlist support from key constituencies
- g) Lead staff and work with colleagues
- h) Diffuse and manage conflict

Helpful to have:

- a) Wide community contact
- b) Experience in community organizations
- c) Experience in business management
- d) Teaching credential
- e) Well developed administrative skills
- f) Public relations skills
- g) Contacts with U.S.O.E. and State Department of Education
- h) Administrative Credential