

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

Brief Description of Position:

To assist the Deputy Superintendent in all administrative matters as assigned. Management of special projects with particular emphasis on State and Federal programs.

Major Duties and Responsibilities:

1. Provides administrative support services for the Board of Education, Superintendent and Deputy Superintendent.
2. Carries out special assignments from the Superintendent and the Deputy Superintendent as assigned.
3. Prepares agendas for all public meetings of the Board of Education.
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. Develops proposals for new programs, and processes them through appropriate channels for approval by the Superintendent/Board of Education.
7. Under the direction of the Deputy Superintendent, supervises special programs as assigned.
8. Provides consultative services and inservice training in the areas of goal setting, PPBS, and other matters of current interest.
9. Assists in the development of educational goals, objectives and program budgets for County Office operations.
10. Systematizes and coordinates the planning of a variety of special projects within the office.
11. Reviews, seeks and develops sources of special funds to assist in meeting the educational needs of the office.
12. Provides assistance and personnel, including writers and writing services, in the development of project applications.
13. Reviews existing policies and contributes to the formation of new policies.

Other Duties and Responsibilities:

1. Responsible for funding sources in general, including project preparation consultation and identification of possible funding sources.
2. Responsible for Special Projects, including providing consultation to individuals, school districts, etc., about special programs. This may include researching funding sources, contracting for outside consultants, conducting surveys, site studies, community and foundation contracts.

Supervision Exercised or Received:

Directly responsible to the Deputy Superintendent.

Position Qualifications:

Experience in:

- a) Federal project proposal preparation
- b) Federal project management
- c) Budget and finance
- d) Private foundation funding

Skills necessary:

- a) Writing
- b) Evaluation design
- c) Administrative/management skills
- d) Budgeting and finance

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