



Marin County Office of Education as the Administrative Agent
for the California Collaborative of Educational Excellence

1111 Las Gallinas Avenue, PO Box 4925
San Rafael, CA 94913-4925

Professional Expert Description

Liaison for the Marin COE as the Administrative Agent

THE POSITION:

Under the direction of the Marin County Office of Education's Deputy Superintendent, the CCEE Administrative Agent (AA) Liaison serves as liaison between the Marin County Office of Education (MCOE) and the California Collaborative for Educational Excellence (CCEE). The CCEE AA Liaison collaborates and coordinates with the CCEE in support of the statewide system of support role of the CCEE, as defined by Education Code 52074. The Liaison provides guidance and support to the CCEE in compliance with established policies and procedures of the CCEE, and the policy and program direction of the governing board of the California Collaborative for Educational Excellence. The CCEE AA Liaison oversees all MCOE Administrative Agent activities including but not limited to, fiscal services, human resources, recruitment and personnel matters, contracts management, development of policies and procedures, and general administrative work in support of the CCEE. The CCEE AA Liaison provides education services administrative support and leadership to the MCOE. The Administrative Agent Liaison will supervise two or more staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification.

- Assists the Deputy Superintendent to oversee the role of the CCEE Administrative Agent consistent with the CCEE's mission and objectives as defined by Education Code 52074, et seq.
- Develops and maintains relationships with key education agencies
- Provides direction to, and works in collaboration with, the CCEE team on all administrative matters, including human resources, contracts process, and fiscal management
- Collaborates with the CCEE team to build effective communication and effective administrative agent working relationships, in support of the Administrative Agent role
- Provides guidance to budget planning and staffing structure proposals
- Confers with MCOE legal counsel on matters related to the Administrative Agent's legal and compliance
- Collaborates with the CCEE executive leadership team
- Directs financial records and statements for submission to the Department of Finance and other related agencies
- Facilitates budget planning meetings with the CCEE and the MCOE Administrative Agent team
- Provides policy and business guidance to CCEE and the MCOE Administrative Agent team

- Works in collaboration with the CCEE AA Coordinator and CCEE AA Senior Fiscal Director to implement business, personnel, and general business related policies and procedures for the CCEE
- Prepares and delivers written and oral communication/reports to a variety of stakeholders on the CCEE objectives and programs
- Detects opportunities for meaningful collaboration within and across educational agencies
- Ensures strong working relationship with CCEE team to strengthen collaboration between the CCEE and the Administrative Agent
- Oversees CCEE contracts management process
- Develops and monitors specific standards for contract proposals, negotiations, and contract assessment
- Prepares board memos and documents for CCEE board meetings
- Attends and presents to the CCEE board
- Represents CCEE at the Marin County Office of Education governing board meetings
- Participates in relevant CCEE leadership meetings and conferences
- Provides education services support and administrative leadership to the MCOE
- Drives a vehicle to conduct work as assigned
- Supervises assigned personnel

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

Any combination of education, training and/or experience which demonstrates ability to perform the duties as described. Bachelor's degree or equivalent in management, public administration, or business administration preferred.

EXPERIENCE:

Five years of increasingly responsible experience in the field of educational leadership, business administration, or in a similar area. Experience in program and staff development, and at least three years in supervisory work. Experience in a County Office of Education or school district preferred.

KNOWLEDGE OF:

- Concept of educational services agencies
- California's Statewide System of Support
- Principles and practices of public relations and communications programs
- Public school personnel policies
- Applicable provisions of State, Federal and local law and regulations, including Education Code
- Contract maintenance and procurement procedures
- Principles and practices of management, supervision, and staff evaluation
- Human relations management techniques

SKILLS AND ABILITY TO:

- Be self-driven, independent and motivated

- Operate with integrity and moral character
- Prepare and analyze comprehensive reports
- Interpret laws and regulations and apply them in practical situations
- Establish and maintain effective working relationships with CCEE and its Administrative Agent staff, county office, the public, and other related individuals
- Exercise strong communication, organization and interpersonal skills
- Ability to make oral presentations before large/small groups of people
- Work effectively under pressure
- Problem solve by analyzing issues and creating plans of action
- Train and supervise staff
- Work harmoniously and effectively with others
- Meet schedules and timelines
- Work independently with little direction
- Communicate effectively both orally and in writing
- Use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications
- Utilize initiative and judgement in sound decision making
- Meet the occasional travel requirements of the position
- Operate standard business office equipment and software

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work
- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 25 lbs
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 80% sitting, 5% walking, and 15% standing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions with:
 - minimal temperature variations,
 - a generally hazard-free environment,
 - a clean atmosphere
- Frequently works with a video display terminal for prolonged periods
- The noise level is typical of an open office work environment with background noise of telephones and conversations
- Works under stressful conditions with interruptions and shifting demands

CERTIFICATES/CREDENTIALS/LICENSES

- Valid California driver's license required