



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

Assistant Director, Business, Operations, and Strategic Engagement for the CCEE

THE POSITION:

Under the direction of the Executive Team, the Assistant Director of Business, Operations, and Strategic Engagement will implement and manage fiscal and operational processes in coordination with the Administrative Agent as well as develop and coordinate effective communication and engagement activities to support the CCEE.

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. Typical tasks include any duties and responsibilities assigned to the Assistant Director job family, and:

- In coordination with the CCEE's Administrative Agent, align all financial and operational activities as well as any other assigned initiatives with relevant statutes, state budget documents, Executive Director direction, and organizational goals
- Manage communication and engagement materials in order to promote and publicize CCEE initiatives and strategic projects
- Gather and synthesize data relevant to ongoing and future operations, prepare budget estimates, and monitor approved budgets in coordination with the CCEE's Administrative Agent
- Monitor and support the contracting and invoicing process in coordination with the CCEE's Administrative Agent
- Develop, implement, and manage specialized projects that align with the organizational objectives of the CCEE
- Provide regular updates for the CCEE Governing Board, and present to the Governing Board about progress toward organizational goals at regularly scheduled meetings
- Cultivate and maintain relationships with statewide agency partners, legislative staff, advocacy groups, community-based organizations, nonprofit organizations, institutes of higher learning, statewide associations, county offices of education, school districts, and charter schools
- Serve as a member of the Leadership team, providing input to the Executive Team, and implementing organizational initiatives
- Supervise, train, and evaluate assigned personnel for the purpose of ensuring that standards are achieved, and performance is maximized

- Monitor, support and coordinate Human Resources functions in coordination with the CCEE's Administrative Agent
- In coordination with the CCEE's Administrative Agent, manage and oversee facilities matters including coordinating office size, configuration, location and parking. Coordinate office openings and closures
- Maintain inventory and inventory records for furniture, technology and other items that meet the requirements for inventory

Perform other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

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:

Master's degree in an education-related field from an accredited college/university is required.

EXPERIENCE:

A minimum of four years leading education research, policy, and systems improvement efforts, preferably with school district office or county office of education experience at the cabinet level.

KNOWLEDGE OF:

- California policy context, including Local Control Funding Formula (LCFF) policy, the Local Control and Accountability Plan (LCAP) process, the California School Dashboard, and California Education Code related to the California Collaborative for Educational Excellence
- Improvement Science Methodologies and associated theory (e.g., organizational psychology, Deming's System of Profound Knowledge, Carnegie's Six Principles, Total Quality Management)
- Title I, II, III and other federal funding-related programming and planning initiatives
- High leverage strategies for communicating with and engaging education-focused state agencies, local educational agencies, nonprofits, and community partners
- Standard practices for engaging local, state, and national news media
- Education policy, research, and practice associated with at least one of the following areas: school instructional leadership, English learners, foster/homeless youth, special education, talented and gifted programs, college and career readiness/CTE, school climate, rural settings, and labor management
- Contracts and contract process, including employment contracts
- Principles and practices of management, supervision, and staff evaluation
- Basic budgetary, human resources, and business operations practices

SKILLS AND ABILITY TO:

FINANCE AND OPERATIONS

- Develop, monitor, and interpret contracts to ensure alignment with organizational vision, budget, and program activities and outcomes
- Develop, monitor, and report out regularly on cross-agency analysis of business-critical insights, programs and budgets

- Develop, implement, monitor and update agency-wide and external policies

PROJECT MANAGEMENT

- Learn and apply CCEE's administrative regulations, policies and procedures, Board Policies, and California Education Code related to the CCEE
- Schedule, coordinate, and monitor a wide range of activities, tasks, and projects across multiple internal and external teams
- Effectively plan, develop, administer, implement, and evaluate activities and programs related to assignment
- Manage multiple projects, including establishing and meeting project deadlines and ensuring that external teams successfully complete projects and activities
- Analyze issues, create plans of actions, and reach appropriate and effective solutions
- Create and maintain project documentation for internal and external purpose.

FACILITATION

- Develop and implement agendas, meeting facilitation guides, and presentations
- Facilitate large, cross-agency meetings with various stakeholders
- Coordinate, schedule, and manage in-person and virtual meetings.

STAKEHOLDER ENGAGEMENT AND COMMUNICATION

- Develop systems and processes for establishing and maintaining effective communications both internally and with external partners using a variety of channels and media
- Establish and maintain effective working relationships with staff, statewide agency partners, lead agency representatives, school district and county officer personnel, and other agency personnel.
- Implement governmental relations and legislative outreach activities

OTHER

- Perform professional level tasks with a need to frequently upgrade skills
- Communicate effectively, both orally and in writing
- Work independently with little direction
- Work evenings and weekends as needed and perform job safely
- Meet the frequent travel requirements of the position.

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 15 lbs
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 70% sitting, 15% 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