

**SAN MATEO COUNTY OFFICE OF EDUCATION
SENIOR ADMINISTRATOR, BOARD AND SUPERINTENDENT SUPPORT**

Job Summary:

Under the direction of the Superintendent, provide support to the Superintendent with administering the daily operations and activities of the County Office and direct the organization and implementation of Board-generated directives and tasks; coordinate and direct communications of the Superintendent's office to address priorities of the County Office and to enhance community understanding of the County Office and its services and programs.

Required Qualifications:

Education & Experience:

- Master's degree or equivalent from an accredited college or university in education or related field
- Increasingly responsible administrative experience working with educational programs and services

Licenses & Other Requirements:

- Valid Administrative Services Credential or meet the criteria and enroll in a University program which grants the Administrative Intern Credential
- Valid California Driver's license

Major Responsibilities/Essential Duties:

- Assist the Superintendent in the day-to-day operations and activities of the County Office
- Direct the organization and implementation of Board-generated directives and tasks
- Support the Board and Superintendent in development and implementation of the policies, procedures, programs, goals, plans and services of the County Office
- Coordinate and direct County Office administrative functions to ensure activities comply with established local, State and Federal standards, laws, codes, regulations, policies and procedures
- Prepare, develop and analyze Board and Cabinet agendas to address the educational and operational needs of the County Office and its students/clients
- Advise the Superintendent concerning educational and operational matters; serve as a member of the Superintendent's cabinet
- Prepare, develop and edit the correspondence of the Superintendent's office
- Establish and maintain partnerships with various outside organizations
- Coordinate and direct communications of the Superintendent's office to address priorities of the County Office and to enhance community understanding of the County Office and its services and programs

Knowledge and Abilities:

Knowledge of:

- Best practices in administration of educational programs
- Educational system in California and San Mateo County
- County Board roles and responsibilities
- Functions of County Offices of Education/County Superintendents of School
- Applicable laws and regulations
- Public, community and media relations

Ability to:

- Communicate effectively, orally and in writing
- Collaborate successfully with diverse groups
- Work effectively as part of a team
- Exercise sound and independent judgment
- Handle conflict productively

Working Conditions:

Environment:

- Indoor office environment
- Driving a vehicle to conduct work

Physical Demands:

- Hearing and speaking to exchange information and make presentations
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time.