

**Marin County Office of Education (Marin COE)
as Administrative Agent for the
California Collaborative for Educational Excellence (CCEE)**

PROFESSIONAL EXPERT POSITION ANNOUNCEMENT

9/24/21

**ADMINISTRATIVE ASSISTANT II 1.0 FTE (update from 2.0 FTE)
California Collaborative for Educational Excellence
Sacramento Office or Virtual (must reside in California)**

THE POSITION:

Under the direction of the Senior Advisor, Systems Improvement and Leadership Development of the California Collaborative for Educational Excellence (CCEE), provides administrative and program support for the Senior Advisor, Systems Improvement and Leadership Development and various projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Scheduling/Meeting/Travel Support: Schedules and maintains the Senior Advisor's appointment calendars. Works with the Senior Advisor and other staff to prepare meeting agendas and takes, transcribes, and distributes meeting minutes and follow-up actions. Assists in the coordination of meetings, workshop, and other events, including organization of travel arrangements, logistics, facilities set-up, speakers, materials, event promotion, etc. Provides on-site administrative support at meetings and events.

Project Tracking: Establishes and maintains detailed calendars and timelines of related activities, due dates, and schedules. Works with the Senior Advisor and other staff to organize and maintain control of files on matters in progress and follows up to ensure completion. Assists in designing prototypes of templates, processes, and project timelines for high priority projects. Supports in tracking program budgets and maintains records of project expenditures; identifies and reports discrepancies.

Communication Support: Drafts and sends emails, letters, and other communications, to both internal and external recipients. Supports ongoing website maintenance with regular updates to content, based on input from various stakeholders.

Research Support: Conducts basic internet research. Compiles, reviews, and summarizes various types of reports, spreadsheets, and documents. Prepares, processes, and enters data. Researches, compiles, and proofs data including budgets, reports, and programs. Maintains a variety of files and records; maintains databases. Compiles and generates reports.

Clerical/Logistic Support: Secures and manages supplies, equipment, and other items as required. Answers phones, types, files, operates copier, and provides clerical support including drafting, editing, and typing memos, routine correspondence, reports, and related materials. Maintains general office services by organizing office operations and procedures; controlling correspondence; designing and

maintaining filing and storage systems; taking on necessary support functions. Processes invoices and reimbursements, and assists in the preparation of financial reconciliations according to established procedures. Prepares, sends out, and tracks mass mailings.

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

SALARY: \$31.21/hr. – \$34.41/hr., to be determined based on experience

BENEFITS: Comprehensive benefit package, which includes participation in medical, dental, vision, and life insurance. Paid sick leave, vacation, holidays, and cellphone stipend. Membership in social security and the Public Employees Retirement System (CalPERS) is required (members of the California State Teachers Retirement System (CalSTRS) may elect to remain in CalSTRS).

MINIMUM QUALIFICATIONS:

Education and Experience: Any combination of education, training and/or experience which demonstrates ability to perform the duties as described, including experience and courses in secretarial training. Bachelor's degree from an accredited college/university preferred. At least 5 years of progressive administrative experience, ideally supporting a department director or program director and project staff, desired.

Skills: Excellent organization skills and ability to anticipate needs and manage competing and changing priorities. Excellent communication skills, including the ability to communicate effectively both verbally and in writing with a variety of audiences, including those at an executive level. Resourcefulness and careful attention to detail, including producing high-quality deliverables. Excellent interpersonal skills, with the ability to work as a team member and resolve priorities and needs of several staff members and projects simultaneously. High quality customer services skills, dependability, reliability, and professionalism. High level of self-motivation and ability to work independently, when necessary.

Knowledge of: Use and operations of a computer and standard business software, including Microsoft Office Suite (Excel, Word, and PowerPoint) and the advanced features of these programs, such as styles, formulas, and graphics. Correct English usage, including spelling, grammar and punctuation. Procedures and approval processes applicable to timekeeping, budget, fiscal and purchasing, travel and training, contracts, maintenance of public records and other administrative processes.

Ability to: Travel within California to provide onsite support at meetings. Work during evening hours attending regular and special meetings. Effectively plan, organize, and complete short- and long-term projects and responsibilities, while accommodating changing timelines and priorities. Problem solve, make decisions, and prioritize work on multiple projects. Work effectively with a high tolerance for ambiguity and a willingness to take on responsibilities, yet will follow up with directors to gain clarity if necessary. Establish and maintain cooperative working relationships with those contacted during performance of job duties. Communicate effectively orally and in writing to a variety of audiences, inc

luding executives and upper management. Quickly adapt to new technology and learn programs, including database software (Filemaker), mobile apps and operating systems (Apple iOS and Android), file-sharing tools, and cloud-based productivity tools. Familiarity with CCEE work tools (Zoom video conferencing, Dropbox, Google Drive) preferred. Be flexible and receptive to change.

Physical Demands: 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 70% sitting, 15% walking, and 15% standing. Occasionally required to stand and walk. Vision abilities required include close vision, color vision, and ability to adjust focus.

CERTIFICATES/CREDENTIALS/LICENSES: Valid California driver's license required

TO APPLY:

Complete the EdJoin application (www.edjoin.org) and attach the following documents:

- Letter of Introduction (must be specific to the Administrative Assistant II position)
- Current resume

Conditions of Employment:

Employees are required to submit to a Department of Justice background check, provide proof of freedom from tuberculosis and vaccination for COVID-19.

APPLICATION DEADLINE: OPEN UNTIL FILLED - reviews to begin one week after posting

SELECTION PROCEDURES: The multilevel selection process may consist of assessment activities, an application screening process, reference checks and presentations. Those candidates with the most relevant and suitable background will be invited to participate in the process.

In compliance with the Immigration Control and Reform Act of 1986, the California Collaborative for Educational Excellence/ Marin County Office of Education requires all new employees to produce certain documents to verify their identity and right to work in the United States. Such documents may include, among others, U.S. Passport, Birth Certificate, Valid Driver's License, and Social Security Card.

The California Collaborative for Educational Excellence/ Marin County Office of Education prohibits discrimination against and/or harassment of employees and job applicants on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation in any of its policies, procedures or practices in compliance with Title VI of the Civil Rights Act, Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and the Age Discrimination Act of 1975.