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

PROFESSIONAL EXPERT POSITION ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT II 1.0 FTE
California Collaborative for Educational Excellence
Sacramento Office, Hybrid or Remote

THE POSITION:

The California Collaborative for Educational Excellence (CCEE) is a statewide leader delivering on California’s promise of quality, equitable education for every student.

The Innovation, Instruction, and Impact (I3) Center at CCEE is looking for a detail-oriented, self-directed, and proactive individual to join our dynamic and collaborative team in the position of Administrative Assistant II. This position is responsible for providing accounts payable, scheduling, travel, and project tracking support for individuals and projects across the State. An ideal candidate would be one who has experience providing high-level administrative support in a virtual/hybrid environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounts Payable Support: Reconciles and submits invoices and reimbursements and assists in the preparation of financial reconciliations according to established procedures.

Project Tracking: Establishes and maintains detailed calendars and timelines of related activities, due dates, and schedules. Supports in tracking program budgets and maintains records of project expenditures; identifies and reports discrepancies.

Scheduling/Meeting/Travel Support: Schedules and maintains the appointment calendars of the Deputy Executive Director and I3 team. Prepares meeting agendas and takes, transcribes, and distributes meeting minutes and follow-up actions. Assists in the coordination of virtual and in-person meetings and events, including organization of travel arrangements and other.

Research and Clerical Support: Conducts basic internet research and prepares, processes, and enters data. Research, compiles, and proofs data including budgets, reports, and programs. Maintains a variety of files and records; maintains databases. Compiles and generates reports. Maintains general office services as required.

Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.
**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 service 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 Zoom, Google Suite (Drive, Docs, Sheets, Slides, Forms, Jamboard, Sites) 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 Deputy Executive Director and I3 staff 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, including executives and upper management. Quickly adapt to new technology and learn programs, including 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, Docusign) 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/CREDS/RES:** Valid California driver’s license required
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.

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

APPLICATION DEADLINE: OPEN UNTIL FILLED - reviews to begin 2 weeks 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.