

EXECUTIVE COORDINATOR, OFFICE OF THE SUPERINTENDENT

DEFINITION

Serves as the primary liaison to the Superintendent of Schools and directs, coordinates, and oversees a variety of administrative and analytical activities for the Office of the Superintendent.

TYPICAL DUTIES

Advises the Superintendent of Schools on a variety of significant District-wide issues and/or organizational problems.

Serves in an executive capacity as a liaison between the Superintendent of Schools and the Board of Education, Superintendent of Schools' direct reports, schools, stakeholders, and departments.

Represents and acts on behalf of the Superintendent of Schools as directed.

Supports the Superintendent of Schools' goals by providing guidance and direction to senior staff.

Directs and manages administrative and business operational activities by providing guidance to senior staff, based on the superintendent's plans.

Provides oversight and general management of the superintendent's office and space planning throughout the district.

Prepares and contributes to reports, bulletins, presentations, and other various correspondence to inform executive and other appropriate staff on various matters, including emergency situations.

Conducts meetings and makes presentations on behalf of the Superintendent of Schools regarding District-wide issues.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Executive Coordinator, Office of the Superintendent acts as a liaison for the Superintendent of Schools and serves as the primary liaison between the Superintendent of Schools and the Board of Education and the Superintendent of Schools' direct reports.

The Special Assistant, Office of the Superintendent performs high-level administrative duties and plans, develops, and coordinates studies related to the Office of the Superintendent.

SUPERVISION

Administrative supervision is received from the Superintendent of Schools. Administrative direction may be provided to the Superintendent of Schools' direct reports.

CLASS QUALIFICATIONS

Knowledge of:

Educational theory and practice for K-12 programs
Pertinent provisions of the Education Code, Board of Education rules, and Personnel Commission rules that determine District policies and practices
Collaborative problem-solving methods
Research techniques, including statistical analysis and graphic presentations
Policies and procedures related to District and Board communications.
District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts
Principles and practices of public administration, including specific management principles and methods as they relate to organization and office management, personnel administration, public relations, and budgetary and fiscal practices
District oral and written communications standards
Office practices and procedures, word processing, and spreadsheet software applications
Effective administrative and managerial practices and ability to implement them
Principles of supervision and office management
Budget preparation and maintenance
Microsoft Windows operating system or Macintosh/Apple operating system

Ability to:

Represent the Superintendent of Schools or other executive staff regarding complex and sensitive issues in meetings with senior management, representatives from other agencies, consultants, and members of the community
Contribute to strategic planning and establish objectives
Present information regarding District programs in a proactive, accurate, and media-sensitive manner
Revise and formulate organizational policies and methods
Establish and maintain effective working relationships with other employees, officials of the District and other agencies, and the public
Communicate effectively, both orally and in writing
Exercise independent judgment and initiative
Analyze situations accurately and determine an effective course of action
Provide direction and assistance to staff and team members
Compose and edit correspondence, reports, bulletins, and memorandums
Oversee multiple projects and issues while working effectively under pressure
Meet deadlines
Operate and use computers and other office equipment
Analyze written materials and oral communications
Supervise effectively

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in public or business administration or a closely related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of management or professional-level experience that involved responsibility for such activities as administrative oversight, administrative analysis, and report writing for an executive. Management-level experience working with administrators and community groups to solve District-wide educational and/or organizational problems is highly preferable.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

- 1) Exempt from FLSA.
- 2) An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
03-28-16
PJO