

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: OFFICE SUPERVISOR, CURRICULUM AND INSTRUCTION

BASIC FUNCTION:

Under the direction of the Director III, Curriculum and Instruction, organize and direct office operations and activities in support of the Curriculum and Instruction (C&I) department; coordinate and direct personnel and related functions and activities to assure smooth and efficient running of office operations; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct office operations and activities in support of the C&I department; establish and maintain office time lines and priorities; assure office activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures.

Coordinate and direct personnel and related functions and activities to assure smooth and efficient running of office operations; collaborate with administrators, personnel and outside agencies in the development and implementation of office projects, goals, objectives, services and activities; monitor progress of projects.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Provide administrative support to the regional programs within the Education Service Division; develop Educational Services Division operating procedures and distribute and communicate policies to staff; coordinate use of technology and serve as liaison with the Technology Department for the Division.

Organize and direct fiscal operations and activities to meet the needs of the C&I office as assigned; oversee the review, evaluation, maintenance and adjustment of related funds, budgets and accounts; assure accurate accounting of funds including income and expenditures; develop, research and analyze program/grant budgets with curriculum coordinators.

Coordinate communications between administrators, personnel, governmental agencies, outside organizations and the public to assure smooth and efficient office activities; assure proper and timely resolution of issues and problems related to office programs and functions.

Coordinate and direct office operations to assure accurate and timely completion of clerical activities and meet department and office needs as assigned; oversee the preparation and distribution of correspondence, agenda items and informational materials related to assigned functions; review office documents to assure compliance with established standards and requirements.

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Assure adequate resources and personnel levels to meet office and department needs; coordinate the purchase of supplies, equipment and services as necessary; arrange for equipment maintenance and repairs as needed.

Provide consultation to administrators, personnel, outside agencies and the public concerning office operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related standards, requirements, policies and procedures.

Plan, organize and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of department funds and budgets as assigned; review and analyze financial statements, records and reports to assure accuracy and completeness.

Oversee and participate in the preparation and maintenance of a variety of narrative and statistical records, reports and files related to programs, projects, personnel and other assigned duties.

Provide technical information and assistance to administrators concerning office activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Attend and conduct a variety of meetings as assigned; participate in leadership and professional development trainings; prepare and deliver oral presentations concerning assigned office and department operations and activities; serve on assigned committees; participate in and assigned with logistics for special events including Academic Decathlon, Model United Nations, Mock Trials, picnics and others as assigned.

Operate a variety of office equipment including a computer and assigned software; oversee automated record-keeping and reporting functions related to assigned office and functions.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of office operations and activities in support of the C&I department.

Personnel functions and fiscal activities related to the C&I department.

Applicable laws, codes, regulations, policies and procedures.

General practices and procedures involved in the review, evaluation, maintenance and adjustment of funds, budgets and accounts.

Policies and objectives of assigned programs and activities.

Principles and practices of supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.
Technical aspects of field of specialty.
Record-keeping techniques.
Business letter and report writing, editing and proofreading.
Public relations techniques.

ABILITY TO:

Organize and direct office operations and activities in support of the C&I department.
Coordinate and direct personnel functions and/or fiscal activities to assure smooth and efficient running of office operations.
Train and evaluate the performance of assigned personnel.
Establish and maintain time lines and priorities.
Collaborate with administrators, personnel and outside agencies in the development and implementation of office projects, goals, objectives, services and activities.
Assure adequate resources and personnel levels to meet department and office needs.
Oversee the review, evaluation, maintenance and adjustment of funds, budgets and accounts.
Organize and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of department funds and budgets as assigned.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Oversee the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with course work in secretarial science or related field and five years of increasingly responsible secretarial or administrative assistant experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.