

**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

**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.