## 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.