

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR ADMINISTRATOR - SUPERINTENDENT PROJECTS

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, plans, organizes, and directs priority, complex and special projects and events for the County Superintendent; serves as an advisor to the County Superintendent; coordinates information and organizes activities to ensure smooth, coordinated and efficient project operations; collaborates and oversees projects working with other departments within and across divisions; directs staff to support special projects and initiatives; serves as a representative of the County Superintendent of Schools at internal committee meetings; oversees the processing of legal agreements, monitors billing of such and administers budgetary oversight of such agreements for the County Office; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

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; implements identified improvements.

s that expectations and deadlines are clearly communicated to administrators and staff regarding plans, timelines, needs, and vision; ensures that issues that need the Superintendent's attention ndled efficiently and in a timely manner.

s personnel on communication strategies and assists with the development and release of ation.

es and supports the preparation of the Superintendent's evaluation.





