

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Linked Learning / Career Technical Preparation Program Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9664	WORK YEAR:	12 Months
DEPARTMENT:	Career and Technical Preparation	SALARY:	Range 48 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL:	06-30-10
		HR REVISION:	09-07-11

BASIC FUNCTION:

Perform diverse, specialized accounting and clerical duties to support the development of the Linked Learning/Career Technical Preparation programs to include: complex salary and budget calculations, specialized reporting required by grantors, partner support, per diem, travel transactions, and program monitoring. Perform work of above average difficulty requiring a high level of initiative, judgment, and organizational ability.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Prepare, monitor, and distribute the Linked Learning/Career Technical Preparation budget; interface directly with funding agency to establish and administer the budget; communicate with others to resolve problems and discrepancies; respond to questions, and provide detailed instructions on requests for budget information, funding sources, and procedures and policies for purchase of materials. **E**

Coordinate with assigned supervisor to establish budget projections and expenditures; assist with the preparation of federal and/or state grant reports; provide technical assistance in the development of budget requests. **E**

Prepare personnel and financial reports as directed; enter budget codes on all requisitions for positions to be funded through Linked Learning/Career Technical Preparation; check budget reports for possible budget code errors by funding source. **E**

Process, input, and apply approvals of documents including requisitions and budget transfers; determine documents requiring approval, review for accuracy and completeness, process approval, review file to confirm approval accepted. **E**

Examine requests for equipment, supplies, maintenance costs, or other administrative expenses; research the price of equipment and services with outside vendors; and initiate all requests on the district financial system; maintain department petty cash fund or Cal-card fund. **E**

Process personnel requisitions; provide statistical information on new or existing personnel; request information as needed; obtain appropriate signatures; compute taxes, fringe benefits, salary, and other required information. **E**

Process travel and mileage forms; confirm estimated costs, compile program and departmental budget projects, and determine appropriate claim and applicable funding sources; obtain necessary approvals; refer to appropriate department for processing. **E**

Maintain spreadsheets for budgets; initiate all financial reports necessary for applications for various grants, contracts, and programs; verify that proposed expenditures meet guidelines of grants or contracts; maintain grant files and records. **E**

Process employee absence reports; track and maintain sick leave and vacation time balances for the department; prepare, process, and monitor per diem payroll transactions/time reports. **E**

Interact with business and community partners at a professional level that is commensurate with the expectations of business and industry leaders. **E**

Coordinate and support a variety of Linked Learning/Career Technical Preparation professional development, advisory committee, program evaluation, and additional meetings and/or travel as needed. **E**

Develop and maintain ongoing communication/marketing materials and devices, such as posters, flyers, website, newsletters, and business partner database. **E**

Support Regional Occupational Program (ROP) teachers in the areas of attendance, reporting, curriculum development, course schedule, course coding, and inventory control. **E**

Support California Partnership Academies in the areas of business partnerships, budget control, and state reporting. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Compose memos, letters, or other materials, working independently; operate a variety of office equipment; operate a vehicle to conduct work; lift light objects. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Collect data and documentation as required by grantors. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years of budget development, financial, or accounting experience in an educational environment. Bachelor’s degree preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

- Keyboarding.....55 Correct WPM
- Word.....80% Overall Score
- Excel.....80% Overall Score
- General Accounting.....80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, policies, and objectives of Linked Learning, Career Technical Preparation, and High School Reform Initiatives.
- Competence in Linked Learning district imitative budget processes.
- Methods and practices of budgetary and financial record keeping.
- General accounting principles and procedures.
- Financial software.
- Basic research methods.
- District organization, operation, policies, and procedures related to assigned function.
- Applicable sections of State Education Code and other applicable rules, regulations, and laws.
- Operation of a computer, related software, and standard office equipment.
- Correct English usage, grammar, spelling, punctuation, vocabulary, and commercial mathematics.

Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Health and safety regulations.

ABILITY TO:

Perform diverse, specialized duties and act as a point of contact for business and industry partners.
Analyze and learn complex grant requirements.
Perform responsible budgetary and financial analysis and record keeping.
Operate a computer and related software to maintain records and prepare reports.
Utilize interpersonal skills using tact, patience, and courtesy.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Perform computational task with speed and accuracy.
Take notes at meetings and transcribe minutes accurately.
Research, analyze, compile and verify data, and prepare reports.
Analyze situations accurately, and adopt an effective course of action.
Establish and follow procedures in accordance with district policies.
Maintain current knowledge of program rules, regulations, requirements, and restrictions.
Complete work with many interruptions.
Communicate effectively, both orally and in writing.
Work independently with little direction to meet schedules and timelines.
Lift light objects according to safety regulations.
Establish and maintain cooperative and effective working relationships with others.
Meet state and district standards of professional conduct as outlines in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard and other office equipment; see to read, prepare and proofread documents, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Contact with frustrated or abusive individuals.