

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Office Assistant, State and Federal Programs	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9818	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	State and Federal Programs	<b>SALARY:</b>	Range 46 Salary Schedule F
<b>REPORTS TO:</b>	Director, State and Federal Programs	<b>HR APPROVAL:</b>	2/25/2022
		<b>CABINET APPROVAL:</b>	12/6/2021

**BASIC FUNCTION:**

Perform diverse, financial duties related to fiscal and operating reports, documents, and records for state and federal programs; prepare accurate financial reports and files, and assure fiscal compliance with state and federal funding.

**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.)**

Understands the funding source outcomes and restrictions; categorical funding and time accounting. **E**

Organizes and improves procedures to provide documentation of compliance with state and/or federal program requirements and to provide information for evaluation of program effectiveness. **E**

Maintains and monitors task calendars and annual work plans. **E**

Assists with setup, functioning, and documentation of meetings, and facilitates follow-up tasks. **E**

Assists project employees with successful performance of duties to accomplish project outcomes. **E**

Coordinates the selection and participation of program participants. **E**

Provides information to District and community agency staff on the program and facilitates cooperation and coordination of activities. **E**

Identifies and resolves implementation obstacles. **E**

Maintains database of information needed for program implementation and/or evaluation. **E**

Maintains program files and prepares end-of-year reports. **E**

Coordinates purchases and expenditures, monitors balances, and identifies errors or inconsistencies. **E**

Operates program equipment and maintains program inventory. **E**

Communicate and respond to schools, departments, California State Department, and the public regarding state and federal programs. **E**

Acts as liaison with state, federal, and local agencies related to program. **E**

Complete projections on all budgets and balance each category including grants, state and federal programs, state matching funds, and deferred maintenance; set up and maintain spreadsheet reports to complete necessary state reports for contracts; meet compliance timelines. **E**

Independently compose memos, letters, flyers, or other materials; maintain various statistical records and reports related to assigned budgets and activities; maintain grant files and records; and conduct research and perform special projects. **E**

Compile ongoing budget reports related to state and federal programs; audit all monthly budget reports.

Perform detailed and accurate computer functions using the finance system; operate and understand system functions related to assigned duties, as well as other software applications.

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

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the District and division. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: associate’s degree, and four years of experience in complex clerical financial or accounting work, preferably including financial, statistical or accounting experience in a school district. Must possess organizational and operational skills required to ensure the success of a specific categorically-funded project.

**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
PowerPoint.....	80% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Technical aspects of field of specialty.
- Budget practices and principles.
- Understand state and federal programs and funding.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and procedures.
- Bargaining unit reports, labor relations, and negotiations.
- Operation of a computer, related software, and standard office equipment.

- Paperless electronic filing systems.
- Research methods, and report writing and recordkeeping techniques.
- Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

**ABILITY TO:**

- Prepare detailed and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
- Record or take notes at meetings, and transcribe minutes accurately.
- Operate a computer, related software, and standard office equipment.
- Research, analyze, compile, and verify data, and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work in a team environment.
- Compose correspondence and written materials independently.
- Lift light objects according to safety regulations.
- Meet state and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

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

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally, bend at the waist, and kneel or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned duties; lift light objects.

**SAMPLE HAZARDS**

Occasional contact with dissatisfied or abusive individuals referred to Administrative Services for resolution of issues.

**NOTE:** This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.