

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Administrative Assistant	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	8051	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Capital Asset Management Services	<b>SALARY:</b>	Range 55 Salary Schedule F
<b>REPORTS TO:</b>	Associate Superintendent	<b>BOARD APPROVAL:</b>	04-21-03
		<b>BOARD REVISION:</b>	07-30-09

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**BASIC FUNCTION:**

Perform intricate and responsible office management work requiring independent judgment and analysis; plan, organize, and participate in organizational and technical operations in support of Capital Asset Management Services, district schools, and departments; coordinate the flow of communication between the district and public entities regarding facilities; prepare frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations.

**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.)**

Perform intricate and responsible office management work requiring independent judgment and analysis; plan, organize, and participate in organizational and technical operations in support of Capital Asset Management Services, district schools, and departments; coordinate the flow of communication between Capital Asset Management Services and the district, California Department of Education, and the City of Sacramento; prepare frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations. **E**

Collect and assemble confidential information, including evaluations, disciplinary matters, regarding staff, and other sensitive issues. **E**

Independently respond to concerns and/or complaints from parents, staff, and community regarding departmental activities, school site issues, and requests for information. **E**

Coordinate and review requests, reports, and other information from Board Members, the Superintendent, Superintendent's Cabinet, and sites to determine compliance with district policies, procedures, and California Education Code regarding facilities. **E**

Act as the recording secretary for assigned Board Sub-Committee meetings, Oversight Committee meetings, and Advisory Committee meeting; take minutes, prepare the committee agenda, and facilitate the posting of the committee agenda on the district's web page in compliance with the Brown Act. **E**

Make recommendations, and provide information to school management regarding interpretation and application of provisions of labor agreements; ensure district compliance with laws, policies, and labor agreements. **E**

Coordinate research related to labor relations matters, such as uniform practice, working conditions at school sites, and new construction; assist management in preparation of proposals for collective bargaining. **E**

Coordinate negotiations preparation with Human Resource Services; coordinate and assist in grievance handling and resolution at step one with Human Resource Services. **E**

Coordinate, create, and manage databases to provide accurate and timely statistics and other data; coordinate and perform research; supervise information gathering. **E**

Review and approve special project expenditures submitted by sites as directed. **E**

Communicate information in person or by the telephone; coordinate activities among staff, public, and district officials. **E**

Provide work direction to assigned staff members, and participate in the interview, selection, and training process for new employees. **E**

Monitor budget expenditures, and maintain financial records and current account balances. **E**

Coordinate, compile, and prepare Board of Education and Superintendent's Cabinet agenda items. **E**

Work with the Legal Department on an as needed basis; take minutes at a wide variety of meetings; keep abreast of legislation affecting school sites. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

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; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, serving on committees, 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 five years of increasingly responsible secretarial or administrative assistant experience.

### **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 .....	85% Overall Score
Excel .....	85% Overall Score
PowerPoint.....	85% Overall Score

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Technical aspects of field of specialty.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

District organization, operations, policies, and procedures.

Presentation, communication, and public speaking techniques.

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.

Office management techniques.

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

**ABILITY TO:**

- Perform the basic function of the position.
- 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:**

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

**SAMPLE HAZARDS:**

Contact with dissatisfied or abusive individuals.

*(Former Title: School Accountability Operations Specialist)*

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

**APPROVALS:**

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Carol Mignone Stephen, Associate Superintendent, Human Resource Services

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Date

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Susan E. Miller, Interim Superintendent

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Date