

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Administrative Assistant	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	8056	WORK YEAR:	12 Months
DEPARTMENT:	Office of the Superintendent	SALARY:	Range 55 Salary Schedule F
REPORTS TO:	Superintendent	BOARD APPROVAL:	04-21-03
		BOARD REVISION:	07-30-09

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 the Office of the Superintendent and the district's commitment to the International Organization for Standardization (ISO) Process Management System; coordinate the flow of communication; 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 the Office of the Superintendent and the district's commitment to the International Organization for Standardization (ISO) Process Management System; coordinate the flow of communication; prepare frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations. **E**

Assist in scheduling the Superintendent's calendar to ensure accuracy and integrity of the schedule. **E**

Collect and assemble confidential and/or information, including evaluations, disciplinary matters involving site personnel, disciplinary information on students, and other sensitive issues. **E**

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

Act as the ISO Document Control person; attend Management Review Team (MRT) meetings to review the Process Management System's (ProMS) inputs, outputs, and its overall effectiveness; ensure that the Process Manual is maintained and revised as needed. **E**

Establish and maintain quality records to provide evidence of conformity to ISO requirements and the effective operation of the Process Management System; ensure that a documented procedure has been established to define the controls needed for the identification, storage, protection, retrieval, retention time, and disposition of quality records. **E**

Approve ISO documents for adequacy prior to issue; review, update, and re-approve documents; ensure that changes and the current revision status of documents are identified; ensure that relevant versions of applicable documents are available at point of use. **E**

Coordinate and review requests, reports, and other information from sites to determine compliance with district policies and California Education Code. **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 and working conditions at school sites; 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 special project expenditures submitted by sites. **E**

Communicate and disseminate information to appropriate staff and/or members of the Board of Education, Superintendent’s Cabinet, district at-large, outside groups, and special organizations including city, county, and state officials as required; 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; prepare documents for signature by the Superintendent. **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.
 Operate a computer, related software, and standard office equipment.
 Record or take notes at meetings, and transcribe minutes accurately.
 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:

Carol Mignone Stephen, Associate Superintendent, Human Resource Services

Date

Susan E. Miller, Interim Superintendent

Date