

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager II, Policy and Governance for the Board of Education	CLASSIFICATION:	Non-Represented Management - Classified
SERIES:	Manager II	FLSA:	Exempt
JOB CLASS CODE:	9729	WORK YEAR:	12 Months
DEPARTMENT:	Board of Education	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Board of Education	CABINET APPROVAL:	08-28-17

BASIC FUNCTION:

In support of the Board of Education, the Policy and Governance for the Board of Education Manager will perform independent, specialized duties; focus on strategic and tactical efforts; use independent judgment and analysis; work with District leadership; provide customer service to stakeholders by assisting in the response to information inquiries; and attend Board of Education meetings.

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.)

Conduct independent, specialized duties as directed by the Board of Education; effectively plan, coordinate, and implement projects and activities. **E**

Act as the Board liaison to manage and communicate information with District's stakeholders, administrators, and community; compose correspondence independently; and research, compile, summarize, and type various reports and statistical data on current and best practices. **E**

Manage the Board of Education Office and work collaboratively with the Board Specialist. **E**

Assist with the development and preparation of the Board of Education budget; compile data for managing office; and monitor and maintain the budget as directed. **E**

Collaborate with administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Prepare, contribute, and present reports, bulletins, presentations, and other necessary correspondence; attend external meetings directed by the Board of Education. **E**

Provide a positive climate of interaction and communication between the Board of Education and appropriate constituents. **E**

Focus on effective governance research and strategies to improve Board governance. **E**

Contribute to the planning and implementation of conferences and other events. **E**

Attend, coordinate, and contribute to various Board committee meetings and related activities. **E**

Transmit confidential and controversial information as appropriate. **E**

Advise Board Members regarding laws, regulations, policies, procedures and pending legislation. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Assist in the preparation and development of the department's annual budget; analyze and review budgetary and financial data; and monitor and authorize expenditures in accordance with established guidelines. **E**

Coordinate, update, and remain informed on established and potential District policies, bylaws and procedures as outlined by law, best practices, and potential legislation; serve as a liaison between the members of the Board of Education and constituents. **E**

Oversee constituent services by providing excellent customer service through positive relationships with District personnel, representatives from external organizations and others; respond to phone calls, emails, letters, and other communication. **E**

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

Possess an understanding of District climate, challenges and opportunities for developing strategic partnerships in Sacramento area schools. **E**

Keep Board members informed of opportunities in specific areas, as identified by Board members, and attend such events. **E**

Attend workshops, trainings, conferences, and study legal journals and publications to remain current with the latest revisions to laws and regulations. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Board of Education. **E**

Perform related duties consistent with the scope and intent of the position. **E**

Lift light objects. **E**

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in education, public, or business administration, or a related field, and six years of increasingly responsible experience in an educational environment. Experience working with an education attorney, legislative office, non-profit, government agency, or community organization preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Public schools and their structure.

Urban school districts and diverse student populations.

Public speaking skills.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.
 Effective oral and written communication skills and the ability to conduct policy analysis.
 Analytical and problem solving abilities.
 Research methods and report writing techniques.
 Applicable state and federal laws, codes, regulations, policies, and procedures.
 Board Policies and Procedures, California Education Codes, and California Code of Regulations.

ABILITY TO:

Communicate effectively, both orally and in writing.
 Prepare comprehensive narrative and statistical reports.
 Read, interpret, apply and ensure compliance with applicable rules regulations, policies and procedures.
 Work independently with little direction.
 Plan and organize work to meet schedules and timelines.
 Analyze situations accurately, and adopt an effective course of action.
 Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
 Actively participate in meeting District goals and outcomes.
 Apply integrity and trust in all situations.
 Focus and appropriately allocate resources toward identified goals.
 Establish and maintain effective working relationships with staff, parents, and the public.
 Operate a computer and related software.
 Meet State and District standards of professional conduct as outlined in Board Policy.
 Prepare and deliver oral presentations.
 Manage and prioritize multiple stakeholder groups and perspectives

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work; and 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; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects; transport materials to Board meetings.

SAMPLE HAZARDS:

Contact with dissatisfied individuals.

HEALTH BENEFITS: District pays a portion of the employee’s health benefits through District-offered plans.

(Former Title: Special Assistant to the Board of Education)

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

Jorge Aguilar, Superintendent

Date