

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Office Assistant, Youth Development Support Services	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9848	WORK YEAR:	12 Months
DEPARTMENT:	Youth Development Support Services	SALARY:	Range 46 Salary Schedule F
REPORTS TO:	Director, Youth Development Support Services	HR APPROVAL:	8-12-2022
		CABINET APPROVAL:	8-12-2022

BASIC FUNCTION:

Perform diverse, financial duties related to fiscal and budget processes including development of per diem records, salary computation of all certificated and classified positions, preparing accurate financial reports and documents for budgetary control purposes of all state, federal, and public grants, contracts, or entitlements as well as other funding sources, 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.)

Provide technical assistance to the YDSS (Youth Development Support Services) Administrator in the development of budget requests and calculation of salaries for approved positions; prepare, coordinate, and assemble documents to assist the administrator with the preparation and closure of YDSS categorical program budgets, and close out quarterly/annual accounting audits. **E**

Provide technical guidance and troubleshoot problems related to the collection and deposit of money to YDSS accounts. **E**

Prepare and review reports that contain confidential information including, but not limited to, department personnel, student enrollment, and financial reports; prepare budget projections; check budget reports for possible budget code and fiscal errors by funding source. Develop and maintain a variety of logs, records, and files related to employee relations. **E**

Monitor funding source compliance according to state, federal, and public mandates. Understand the funding source outcomes and restrictions. Collect and assemble confidential and/or legal information, including evaluations, disciplinary matters involving personnel, and other sensitive issues. **E**

Examine all YDSS requisitions, and process all legally authorized requests; examine requests for equipment, supplies, maintenance costs, or other administrative expenses, and initiate requests on the district financial system. **E**

Resolve problems with administrators and a wide variety of district departments. **E**

Submit and review contracts with the Contracts office regarding content, dates, and payments. **E**

Coordinate purchases and expenditures, monitor balances, and identify errors or inconsistencies. **E**

Receive, screen, and route telephone calls and assist visitors; provide detailed information concerning policies and procedures and answer questions, refer to appropriate staff members; field the concerns of parents and community members; transmit confidential or controversial information to appropriate administrators and staff. **E**

Maintain the assigned administrator(s) calendar to ensure the accuracy and integrity of the schedule. **E**

Prepare timesheets; monitor hours on per diems; submit monthly and per diem payroll. **E**

Compose memos, letters, flyers, charts, matrixes, and other materials independently or from the rough draft. **E**

Perform technical work requiring a thorough knowledge of department policies and procedures; handle unusual or difficult problems referred by the administrator and/or department staff. **E**

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. **E**

Maintain comprehensive records; prepare reports and files including those of a confidential nature. **E**

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

Prepare detailed and accurate reports; assemble confidential and sensitive information related to labor relations and contract other departments for salary and benefit information. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations, and others; respond to confidential 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**

Meet with internal/external auditors, federal reviewers, and funding agency consultants to review records; may operate a vehicle to conduct work; lift light objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to an associate's degree, and four years of increasingly responsible experience in complex financial or accounting work, preferably including financial, statistical, or accounting experience in a school district.

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:

- Organizational and operational skills.
- Methods and practices of budgetary and financial record keeping.
- General accounting principles and procedures.
- Standard Account Code Structure (SACS).
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities
- District organization, operations, policies, and procedures to assigned functions
- Bargaining unit reports labor relations and negotiations.
- Operation of a computer, related software, and standard office equipment.
- Paperless electronic filing systems.
- Research methods, 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.
- Ensure the success of a specific grant or categorically-funded project
- 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 Youth Development Support Services for resolution of issues.

(Former Title: FACE (Family and Community Engagement) Technician

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

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