

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Planning Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	1000	WORK YEAR:	12 Months
DEPARTMENT:	Planning and Construction	SALARY:	Range 47 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	07-30-09
		HR REVISION:	04-27-12
		HR REVISION:	08-10-12

BASIC FUNCTION:

Perform a variety of diverse, complex technical and clerical duties in support of the Planning and Construction Department; develop a wide range of knowledge of the policies and operations of the department, apply this knowledge in the performance of required tasks, and effectively communicate this information to the public and staff members.

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.)

Compile, process, and maintain a wide variety of information concerning enrollment projections, school capacities, school site plans, and portable program independently or with direction. **E**

Maintain data for preparation of State School Building Program documents, including enrollment projections, environmental reports, eligibility justifications and bid forms; monitor State School Building project status report, and advise of documents to be filed. **E**

Complete Mello-Roos disclosure forms for real estate agents; maintain a log of “serving school” requests by real estate agents. **E**

Develop knowledge of developer fee program, and collect developer fees as required; explain developer fee policy to developers and district residents; establish and maintain accurate records of compliance forms and receipts; maintain a system to safeguard and deposit developer fee receipts. **E**

Monitor project change order approvals from the Office of Local Assistance, and provide change order status reports. **E**

Provide information and assistance in person and on the telephone to district personnel, staff, parents, and public agencies regarding planning and construction rules, requirements, policies, and procedures. **E**

Attend planning and design meetings, take minutes, type and distribute minutes as directed; maintain central files; complete a wide variety of forms; type board agenda items, board communications, reports, memoranda, and other materials; write letters independently on routine matters not involving policy questions; complete research tasks; schedule meetings, conferences, travel, and appointments. **E**

Provide technical assistance on a variety of specialized tasks as needed. **E**

Prepare and store documents using modern office equipment and technology including computers, scanners, and copiers. **E**

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

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide excellent customer service by establishing positive relationships with district staff; respond to phone calls, emails, letters, and other communication. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings, and supporting the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years of increasingly responsible clerical experience involving public contact, including one year in an educational setting.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

- Keyboarding50 Correct WPM
- Word.....80% Overall Score
- Excel / Access80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning and Construction Department policies, procedures, and terminology.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- Operation of a computer, related software, and standard office equipment.
- Paperless electronic filing system.
- Technical aspects of field of specialty.
- Current office practices, procedures, equipment, and technology.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Health and safety regulations.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.

ABILITY TO:

- Perform the basic function of the position.
- Interpret and explain related rules, regulations, policies, and procedures.
- Prepare comprehensive reports, and maintain records.
- Meet schedules and timelines.
- Work independently with little direction.
- Operate a computer, related software, and standard office equipment.
- Lift light objects according to safety regulations.
- Handle multiple tasks, and complete work with many interruptions.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; may drive a vehicle.

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 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 activities and view computer monitor; lift light objects.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date