

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Program Records Technician, Planning and Construction	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	1001	WORK YEAR:	12 Months
DEPARTMENT:	Planning and Construction	SALARY:	Range 45 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	07-30-09
		BOARD REVISION:	

BASIC FUNCTION:

Perform a variety of complex technical and clerical duties in support of the Planning and Construction Department; gather, verify, and input data utilizing software that supports the department; provide information and assistance to staff regarding compliance issues.

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 a variety of complex technical and clerical duties in support of the Planning and Construction Department; gather, verify, and input data utilizing software that supports the department; generate reports to track planning and construction projects; provide information and assistance to staff regarding compliance issues. **E**

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

May summarize data concerning such areas as school attendance, school boundaries, and student enrollment; may prepare maps, notices, public information documents, information pieces, and other correspondence. **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**

Perform duties related to assigned function such as compiling information from a variety of sources, and preparing complex reports as required by district, county, state, or federal regulations; communicate with other agencies or departments to provide or obtain information. **E**

Transmit confidential or sensitive information as appropriate; provide technical information concerning policies and procedures of assigned program or office according to established guidelines. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database; may operate a scanner; operate standard office equipment; lift light objects. **E**

Maintain technical expertise in the application software that supports the planning and construction; assist with department technical projects and procedures. **E**

Assist in monitoring timelines and other compliance issues; provide information regarding state and/or federal timelines to ensure funding and other entitlements. **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 three years of increasingly responsible clerical experience, including one year in an educational setting.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding 50 Correct WPM
Word 75% Overall Score
Excel / Access 75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operations and Planning Department policies, procedures, and terminology.
- Management information system.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- Operation of a computer, related software, databases, and data entry techniques.
- 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.
- Monitor timelines to ensure funding and other entitlements.
- 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 databases.
- Lift light objects according to safety regulations.
- Handle multiple tasks, and complete work with many interruptions.
- 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.

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 activities and view computer monitor; lift light objects.

APPROVALS:

Carol Mignone Stephen, Associate Superintendent, Human Resource Services

Date

Susan E. Miller, Interim Superintendent

Date