

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Program Records Technician, Capital Asset Management Services	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	1599	WORK YEAR:	12 Months
DEPARTMENT:	Capital Asset Management Services	SALARY:	Range 45 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	07-30-09
		HR REVISION:	05-05-11

BASIC FUNCTION:

Perform a variety of complex technical and clerical duties in support of Capital Asset Management Services, including project/repair scheduling and coordination, calculation and collection of fees; preventative maintenance, emergency response, and general office operations; 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.)

Process maintenance and repair work orders submitted by sites; generate reports to track maintenance projects. **E**

Maintain, organize, and compile project records and files; maintain records for Material Safety Data Sheets (MSDS); coordinate and maintain the Americans with Disabilities Act (ADA) information, maintenance, installations, and database. **E**

Calculate and collect fees (school use, developer, and Mello-Roos); communicate with community groups and district personnel to arrange for the use of school facilities; prepare contracts, invoices, and paperwork; arrange for custodial services as needed; assure proper billing and collection of fees for facility use. **E**

Provide information and assistance in person and on the telephone to district personnel, staff, parents, and public agencies regarding use of facilities, parent participation projects, developer fees collection, district requirements, policies, and procedures. **E**

Coordinate custodial personnel for facility activities; receive incoming calls; dispatch personnel to handle emergency requests. **E**

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

Create and maintain requisitions to support Capital Asset Management Services; monitor and maintain blanket orders to ensure there are sufficient funds; process invoices for payment in a timely fashion; order supplies and equipment. **E**

Monitor assigned budgets to assure proper expenditures; notify assigned supervisor of discrepancies; respond to questions, and provide detail instructions on requests for budget information, funding sources, and procedures and policies for purchase of materials. **E**

Maintain spreadsheets for budgets; initiate applications for various grants, contracts, and programs; verify that expenditures meet the guidelines of grants or contracts. **E**

Process, input, and apply approvals of documents including requisitions and budget transfers; determine documents requiring approval, review for accuracy and completeness, process approval, and review file to confirm approval is accepted. **E**

Process travel and mileage forms; confirm estimated costs, and determine appropriate claim and applicable funding sources; obtain necessary approvals; refer to appropriate department for processing. **E**

Process personnel requisitions and payroll reports for assigned supervisor. **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; prepare presentations; 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 Capital Asset Management Services; 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**

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 three years of increasingly responsible clerical/technical experience, including one year in an educational setting. Preference will be given for experience involving facilities maintenance, construction, and planning.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

- Keyboarding..... 50 Correct WPM
- Word.....75% Overall Score
- Excel / Access75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Capital Asset Management Services 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.
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; 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 or crouch to retrieve and store 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 a computer monitor; lift light objects.

(Former Classification: Program Records Technician, Planning and Construction)