

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Administrative Assistant to the Chief Business Officer	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	8061	WORK YEAR:	12 Months
DEPARTMENT:	Business Services	SALARY:	Range 55 Salary Schedule F
REPORTS TO:	Chief Business Officer	BOARD APPROVAL:	12-17-01
		BOARD REVISION:	07-30-09
		HR APPROVAL:	06-22-10
		CABINET REVISION:	02-12-14; 01-29-2021

BASIC FUNCTION:

Coordinate and perform highly complex fiscal and business services duties requiring independent judgment and analysis; plan, organize, and coordinate office activities and communications to relieve the administrator of routine administrative and technical details.

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.)

Coordinate and perform highly complex fiscal and business services duties requiring independent judgment and analysis. **E**

Relieve the administrator of administrative and technical details; coordinate communication and information; compose correspondence independently, including letters, memos, forms, flyers, and other documents as required; research and summarize data and brief reports; and directly assist with administrator's email load. **E**

Coordinate work flow for position control requisitions between Budget, Human Resources, Payroll, and other departments. **E**

Confirm accuracy of submitted position control requisitions including but not limited to appropriate authorizations, budget codes etc. **E**

Update position control processes to comply with internal controls, required compliances and continuous improvement. **E**

Develop Board of Education agenda items, Board resolutions, and Board notes independently; prepare computerized presentations (including graphic displays); coordinate Board agenda items for all departments in the division; and maintain and post fiscal documents to the District's website. **E**

Compile and maintain confidential administrative, personnel, budget, and historical files; manage and coordinate the revisions to the District's annual budget book; and develop and streamline office procedures to increase efficiency and productivity. **E**

Manage department project plans; coordinate special projects, including planning and compiling into report form; and manage Public Records Act requests as necessary. **E**

Independently respond to concerns and/or complaints from staff and community regarding financial issues and requests for information. **E**

Coordinate, create, and manage databases to provide accurate and timely statistics and other data; coordinate and perform research; supervise information gathering. **E**

Assist in the implementation of business related software and department website spaces. **E**

Collect and assemble confidential and/or legal information, including evaluations, disciplinary matters involving personnel, and other sensitive issues. **E**

Maintain appointment calendar; schedule appointments; arrange group meetings; take and/or summarize notes into minutes, and distribute to participants; and coordinate conference and travel arrangements for administrator and other staff as needed. **E**

Forecast Administrative Services projects to meet timelines, intercept potential challenges, and deliver proactive and effective solutions to satisfy expectations of the Superintendent, Board of Education, and community. **E**

Transmit confidential and controversial information as appropriate; screen a variety of visitors and telephone calls, and where appropriate, refer to other staff members or personnel; provide information on established District policies and procedures; and serve as liaison between the administrator and members of the community, parents, and staff. **E**

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

Prepare frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations. **E**

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

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

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

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

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree and six years of increasingly responsible secretarial or administrative assistant experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; and use of transcription equipment. Overall scores in computer software testing program preferred as follows:

Keyboarding 60 Correct WPM
 Word..... 90% Overall Score
 Excel..... 90% Overall Score
 PowerPoint 90% Overall Score

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Technical aspects of field of specialty.

Fiscal and business services functions.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

District organization, operations, policies, and procedures.

Presentation, communication, and public speaking techniques.

Bargaining unit reports, labor relations, and negotiations.

Operation of a computer, related software, and standard office equipment.

Paperless electronic filing systems.

Research methods, and report writing and recordkeeping techniques.

Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.

Office management techniques.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Organize, coordinate, and oversee office activities.

Assign and review the work of others.

Record or take notes at meetings, and transcribe minutes accurately.

Prepare frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.

Prepare computerized presentations (including graphic displays).

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.

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.

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:

Hear and speak to exchange information and make presentations; see to read, prepare, proofread documents, and monitor office activities; sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; knee, bend at the waist, and reach overhead, above the shoulders and horizontally to retrieve and store files and supplies; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

(Former Title: Administrative Assistant [Deputy Superintendent/CFO])

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