

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Adult Education Program Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0545	WORK YEAR:	12 Months
DEPARTMENT:	Adult Education	SALARY:	Range 48 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	11-19-96
		HR REVISION:	06-21-12

BASIC FUNCTION:

Perform diverse, specialized duties related to salary and budget processes including development of personnel authorization records, salary computation of all certificated and classified positions, and documents for budgetary control purposes of all state and federal grants, contracts, or entitlements, as well as other funding sources.

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 adult education administrators in the development of budget requests and the calculation of salaries for approved positions; prepare, coordinate, and assemble documents to assist adult education administrators prepare their respective budgets, close categorical program budgets, and close quarterly/annual accounting in preparation of non-ADA fiscal account audits. **E**

Provide technical guidance and trouble-shoot problems related to the collection and deposit of money to adult education accounts. **E**

Prepare personnel and financial reports as directed; prepare budget projections; check budget reports for possible budget code errors by funding source. **E**

Examine all adult education personnel 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**

Verify that positions to be filled are budgeted with sufficient funds to cover costs; work with administrators to resolve differences over numbers and types of positions to be funded at particular locations; verify codes on all requisitions for positions to be funded through adult education funds. **E**

Resolve problems with administrators and a wide variety of district departments; work closely with funding agencies. **E**

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

Prepare and submit upon approval budget applications for adult education program funds. **E**

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

Assist in the development of office and budget procedures for adult education; may instruct, assign, and provide work direction to clerical employees, and review work for accuracy and completeness. **E**

Compose memos, letters, or other materials independently or from rough draft; assist in the preparation of contracts, Board agenda items, and related materials; attend and participate in a variety of required meetings related to budget concerns. **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**

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**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years of financial or accounting experience.

LICENSES AND OTHER REQUIREMENTS:

May hold a valid California driver's license. Overall scores in computer software testing program preferred as follows:

Keyboarding.....	55 Correct WPM
Word.....	80% Overall Score
Excel / Access	80% Overall Score
General Accounting.....	80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and practices of budgetary and financial record keeping.

General accounting principles and procedures.

Basic research methods.

District policies and procedures related to assigned function.

Applicable sections of State Education Code and other state and federal laws.

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

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Interpret complex state and federal laws.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Maintain records and prepare reports.

Perform computational task with speed and accuracy.

Operate a computer, related software, and standard office equipment.

Conduct Internet research.

Understand and carry out complex oral and written instructions.

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.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Complete work with many interruptions.

Work independently with little direction to meet schedules and timelines.

Lift light objects according to safety regulations.

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; may drive a vehicle to conduct work.

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 a computer monitor; lift light objects.

SAMPLE HAZARD:

Occasional contact with dissatisfied or abusive individuals.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date