

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Board of Education Specialist	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9723	WORK YEAR:	12 Months
DEPARTMENT:	Board of Education Office	SALARY:	Range 55 Salary Schedule F
REPORTS TO:	Board of Education, Superintendent and Deputy Superintendent	BOARD APPROVAL:	12-17-01
		HR REVISION:	10-12-11
		CABINET REVISION:	02-21-14; 01-19-17

BASIC FUNCTION:

Perform intricate and responsive administrative assistant duties requiring independent judgment and analysis in support of the Board of Education and the Superintendent; work with and takes direction from the Deputy Superintendent and/or other staff as requested by the Board; coordinate, prepare, assemble, and distribute the Board Agenda; attend Board of Education meetings; record and type minutes of the meetings; and plan, organize, and coordinate office activities and communications with high precision to support Board members and the Superintendent of general 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.)

Perform highly complex administrative assistant duties requiring independent judgment and analysis in support of the Board of Education; attend Board and staff meetings; coordinate, prepare, assemble, and distribute the Board Agenda; and record and type minutes of the meetings. **E**

Provide Board members, Cabinet members, Deputy Superintendent, and the Superintendent of general administrative and technical details with high precision; coordinate communication and information; compose correspondence independently; and research, compile, summarize, and type various reports and statistical data. **E**

Compile reports, executive summaries, and agenda sheets according to established procedures and policies; draft summaries and resolutions; and work with other Board of Education Office staff and Legal Counsel. **E**

Develop Board of Education agenda items, resolutions, and notes independently; adhere to the Brown Act, which governs open meetings for local governmental bodies; and compile and maintain historical files. **E**

Attend all Board meetings; schedule and prepare room for Board meetings; and prepare documents for signature by Board members and Superintendent. **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 within a 24-hour period. **E**

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

Provide a positive climate of interaction and communication between staff, families, and the community. **E**

Look for ways to continuously improve the Board of Education Office efficiencies related to collaboration and work-flow. **E**

Assist with the development and preparation of the Board of Education budget; compile data for managing office; and monitor and maintain the budget as directed. **E**

Transmit confidential and controversial information as appropriate; screen a variety of visitors and telephone calls; answer questions; assist in resolving complaints from the public; and refer matters to proper personnel as required. **E**

Take and/or summarize notes into minutes, and distribute to participants; schedule appointments, and prepare Board meeting calendar; and arrange group meetings. **E**

Coordinate conference and travel arrangements for members of the Board of Education, and maintain related files, records, and reimbursements in a timely manner. **E**

Prepare and store documents using standard office equipment, methods, and technology including computers, scanners, copiers, and electronic storage devices; collaborate with Technology Services; and post information on the district web page and ensure that web page content is accurate and up-to-date. **E**

Handle 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; including Board member attendance, generate reports, records, lists, and summaries from computer database. **E**

Perform related duties consistent with the scope and intent of the position, including the ability to lift light objects.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate’s degree, and five years of increasingly responsible administrative assistant, legal assistant, or secretarial experience including one year in an educational environment preferred. Experience working with an education attorney preferred.

LICENSES AND OTHER REQUIREMENTS:

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

- Keyboarding..... 65 Correct WPM
- Word..... 95% Overall Score
- Excel..... 95% Overall Score

Access 95% Overall Score
PowerPoint 95% Overall Score

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Technical aspects of field of specialty.
Applicable sections of the State Education Code, Brown Act, other laws, rules, and regulations related to assigned activities.
District organization, operations, policies, and procedures.
Bargaining unit reports, labor relations, and negotiations.
Operation of a computer, related software, and standard office equipment.
Excellent writing and organizational skills with attention to detail.
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.
Record or take notes at meetings, and transcribe minutes accurately.
Assign and review the work of others.
Organize, coordinate, and oversee office activities.
Handle frequent, detailed and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
Operate a computer, related software, and standard office equipment.
Post information on the district web page utilizing on-line skills.
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.
Work late evenings.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; 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 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; lift light objects; and transport materials to Board meetings.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

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

HEALTH BENEFITS: District pays a portion of the employee’s health benefits through District-offered plans.

(Former Title: Administrative Assistant to the Board of Education; Board of Education Specialist; and Assistant Board Secretary)

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date