

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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**TITLE:** Administrative Assistant      **CLASSIFICATION:** Classified Confidential  
**SERIES:** None

Coordinate research related to labor relations matters, such as uniform practice and working conditions at school sites; assist management in preparation of proposals for collective bargaining. **E**

Coordinate negotiations preparation with Human Resource Services; coordinate and assist in grievance handling and resolution at step one with Human Resource Services. **E**

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

Review special project expenditures submitted by sites. **E**

Communicate and disseminate information to appropriate staff and/or members of the Board of Education, Superintendent’s Cabinet, district at-large, outside groups, and special organizations including city, county, and state officials as required; coordinate activities among staff, public, and district officials. **E**

Provide work direction to assigned staff members, and participate in the interview, selection, and training process for new employees. **E**

Monitor budget expenditures, and maintain financial records and current account balances. **E**

Coordinate, compile, and prepare Board of Education and Superintendent’s Cabinet agenda items; prepare documents for signature by the Superintendent. **E**

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

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, serving on committees, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: associate’s degree, and five 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. Overall scores in computer software testing program preferred as follows:

Keyboarding .....	55 Correct WPM
Word .....	85% Overall Score
Excel .....	85% Overall Score
PowerPoint.....	85% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Technical aspects of field of specialty.
- 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.

