

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

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**TITLE:**

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.

