

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Administrative Assistant, Facility Support Services	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9828	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Facility Support Services	<b>SALARY:</b>	Range 55 Salary Schedule F
<b>REPORTS TO:</b>	Assistant Superintendent, Facility Support Services	<b>HR APPROVAL: CABINET APPROVAL:</b>	03-15-2022 02-03-21
		<b>BOARD APPROVAL: BOARD REVISION:</b>	04-21-03 07-30-09

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**BASIC FUNCTION:**

Perform intricate and responsible office management work requiring independent judgment and analysis; plan, s.6(a3(c.T information related to labor relations and negotiations.

**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 intricate and responsible office management work requiring independent judgment and analysis; plan, organize, and participate in organizational and technical operations in support of Facility Support Services, District schools, and departments; coordinate the flow of communication between Facility Support Services and the District, California Department of Education, and the City of Sacramento; prepare frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations. **E**

Collect and assemble confidential information, including evaluations, disciplinary matters, regarding staff, and other sensitive issues. **E**

committee meetings, Oversight Committee meetings, and committee agenda, and facilitate the posting of the committee own Act. **E**

management regarding interpretation and application of with laws, policies, and labor agreements. **E**



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, andgy, a,r mp anemcMC /P <</MCID 6 >>BDC 0.072 Tot(0.00259.2(12.46(i)1416