

FRESNO UNIFIED SCHOOL DISTRICT  
Position Description

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<b>TITLE:</b>	Administrator (General)	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Assigned Department	<b>CLASSIFICATION:</b>	Management; Classified/Certificated
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	July 28, 2010	<b>SALARY:</b>	E-29/Management Salary Schedule

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**BASIC FUNCTION:**

Accountable for improving student achievement with special attention on English Learners and Special Education Students through the effective management of the assigned area; plan, organize, direct and oversee the overall functioning and management of assigned or program area of the District which may include budgeting, planning, staffing resource allocation, and customer services and support; collaborate with other departments and offices to effectively carry out the business functions of the assigned department; provide timely support and assistance to the assistant superintendents, site leaders, and other staff as needed to meet District goals; supervise and evaluate the performance of assigned personnel on a regular basis; provide clear, constructive feedback in support of professional learning to improve staff effectiveness.

**REPRESENTATIVE DUTIES:** (Persons employed in this position 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 principal job elements.)

Direct and coordinate the functions of budgeting, fiscal control, accounting, purchasing, personnel, grant preparation and analysis, contract administration, capital improvements and computer operations. *E*

Conduct or direct complex studies pertaining to a variety of administrative and operational problems; determine appropriate action for improvement; advise department director on findings and methods of effective solution; prepare written reports and make presentations to various groups and officials. *E*

Prepare and/or supervise the preparation of the departmental budget; review, analyze, and compile budgets for various programs or divisions to ensure the financial viability of the District; explain needs and provide justification for items; review and decide on expenditure requests and budget variances. *E*

Assist the department director in establishing and implementing organizational policies and procedures for department operations to provide timely delivery of high quality services; monitor effectiveness of policies and procedures and make revisions or recommendations for improvement as appropriate. *E*

Oversee the departmental computer operational needs; assist in the identification and recommendation of computer software and hardware, acquisition/installation, application design and implementation, and computer operation and maintenance. *E*

Prepare or supervise the preparation of and review grant proposals for various programs and projects of the department to ensure accuracy of information; interface with governmental agencies regarding requirements for obtaining funds and monitoring procedures; present proposals to various boards and commissions in order to gain approval for programs and projects. *E*

Manage and direct personnel actions; define and resolve complex work problems; establish work standards and operational objectives in assigned areas of responsibility. *E*

Coordinate all audits related to departmental or program operation and services; explain procedures to auditors and serve as reference for questions. *E*

Review, interpret, and analyze new and proposed legislation; determine effect of legislation on operations and programs of the organization served; advise superiors of findings; take appropriate action in order to ensure compliance with existing rules and regulations; propose legislation if appropriate. *E*

Provide technical administrative support to departmental management, committees, or other personnel as assigned. *E*

Participate in the selection of personnel; establish work standards; supervise, train, and evaluate personnel. *E*

Meet with departments, agencies, committees, community groups and public officials to coordinate and implement various projects and programs. *E*

Perform related duties as required.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business or related field and five years increasingly responsible supervisory and/or management experience; advanced degree preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; valid California Administrative Services Credential and/or Teacher's Credential may be required based on assignments and/or area(s) of responsibility.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Planning, organization and direction of business functions of a department.
- Computer hardware systems, mainframes, software applications, and languages utilized by the District.
- Budget preparation and control.
- Analytical and problem solving techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies, objectives and goals.

**ABILITY TO:**

- Negotiate skillfully in difficult situations and strongly promote compromise to satisfy all parties.
- Plan, organize and administer business functions of the District.
- Maintain current knowledge of trends in the assigned field.
- Provide technical guidance and recommendations concerning existing computer programs and systems.
- Operate computers and peripheral equipment properly and efficiently.
- Learn new or updated computer systems and/or software programs to apply to current work.
- Establish and maintain productive working relationships with a diverse range of people.
- Comprehend and communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
- Plan and organize to meet schedules and time lines.
- Work independently and effectively with minimum direction.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.

Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes  
Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; driving a vehicle to conduct work; contact with dissatisfied or abusive individuals;  
fast-paced work, constant interruptions.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; dexterity to operate a computer or other office equipment; seeing to read and write reports; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*