

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Program Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-34/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, perform responsible, technical and clerical assistance in developing and monitoring, grants and programs to provide timely delivery of professional services to the sites/departments.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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.)

Coordinate communication between school site personnel and administrative offices regarding budget development and tracking; monitor, process, record and distribute site requests for expenditures to ensure the financial viability of the District; verify and procure approvals, and distribute requests for changes, deletions and new personnel positions. *E*

Prepare, process and submit budget materials, grant applications and other documents in a reasonable, timely manner to meet the needs of the sites/departments; assist in compiling statistical information; enter information on spreadsheets; distribute final or revised budget reports to department or school sites. *E*

Provide individual instruction to personnel to access data information system, policies and procedures. *E*

Communicate with departments and agencies regarding statistical data necessary for the preparation of reports and grants. *E*

Make travel arrangements and prepare claim forms; maintain appointment calendar for assigned supervisor; sort, open, process and distribute mail; order supplies; answer telephones and direct inquiries as appropriate. *E*

Schedule and prepare for meetings, and workshops with site personnel, other departments, families or outside organizations. *E*

Prepare correspondence, budgets, and agenda items and other materials. *E*

Operate a variety of office equipment including but not limited to computers, typewriters, fax machines, and copiers. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in financial/statistical record-keeping and two years of increasingly responsible technical office experience.

LICENSE AND OTHER REQUIREMENTS:

Valid California Driver's license.

KNOWLEDGE AND ABILITIES:

Classification/Compensation Study
March 2010

KNOWLEDGE OF:

Principles and procedures of budgeting.

District policies and procedures related to the expenditure of categorical budgets.

Current computer systems and software programs including but not limited to word processing and spreadsheets,

Financial and statistical record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Technical aspects of field of specialty.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Compile, verify and maintain financial and statistical data and prepare reports.

Establish and maintain cooperative and effective working relationships with others a diverse range of people.

Add, subtract, multiply and divide quickly and accurately.

Operate a computer terminal to enter data, maintain records and generate reports.

Train and provide work direction to others.

Learn District organization, operations, policies and objectives.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Understand and resolve issues, complaints or problems.

Communicate, understand and follow both oral and written directions effectively.

Meet schedules and time lines.

Understand and work within scope of authority.

Type at 40 correct words per minute.

Compose correspondence and written materials independently.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Learn new or updated computer systems/programs to apply to current work.

Participate in meeting District goals and outcomes.

Demonstrate integrity and trust in all situations.

Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; intermittent noise.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting and operating a keyboard to enter data into a computer terminal for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist, or kneeling or crouching to retrieve files and other materials; hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of financial and statistical reports.

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