

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Trustee Area Liaison	<b>REPORTS TO:</b>	<b>Chief of Staff</b>
<b>DEPARTMENT:</b>	Varies	<b>CLASSIFICATION:</b>	Confidential <b>Non-Permanent Track</b>
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	12 Months
<b>BOARD APPROVAL:</b>	May 17, 2017	<b>SALARY:</b>	T-40/Confidential Salary Schedule

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**BASIC FUNCTION:**

Under the supervision of the Chief of Staff, perform responsible, technical and complex services to assist with administrative and clerical detail to meet the needs of Board members; organize and coordinate Board member activities and coordinate flow of Board member communications in a timely manner to the District and the general public.

**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.**

Plan, organize and coordinate operating procedures, and communications to relieve the Board member of routine administrative and clerical details necessary to serve the needs of the constituents, the community and the District. *E*

Maintain and ensure timely and accurate scheduling of Board member calendar, meetings, conferences and appointments; coordinate with Executive Secretary to Board to schedule travel and accommodations as required. *E*

Prioritize duties to be performed on Board member's behalf including telephone requests, correspondence, internal communications, and reporting requirements. *E*

Receive and screen callers and visitors for urgency and nature of business to ensure timely delivery of communication to Board member or to appropriate staff, sites/departments, or outside individual/group on Board member's behalf; provide general information concerning District policies and procedures and established guidelines. *E*

Communicate with District staff or families, in a timely manner, on confidential or sensitive issues consistent with applicable law, established guidelines and procedures. *E*

Make telephone calls to verify, receive or transmit information to/from Board members; receive, open and screen incoming mail; independently compose replies according to established guidelines and procedures. *E*

Compose memos, letters or other materials independently or from rough draft; prepare materials necessary to present Board member input and/or requests related to Board agenda items, and labor relations activities from oral or written instructions. *E*

Maintain comprehensive records of all contacts, correspondence and meetings conducted on the Board member's behalf; maintain confidentiality of information and records for the protection of students and staff; prepare reports and files including those of a confidential nature. *E*

Actively participate in a variety of meetings; prepare and send out notices on Board member's behalf; collect and compile information; take notes using a computer; prepare and distribute notes. *E*

Operate a variety of office equipment. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and access to reliable transportation.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current office practices, procedures and equipment.

Software programs.

Correct oral and written usage of English, grammar, spelling, punctuation and vocabulary.

Accurate record-keeping techniques.

Telephone and email techniques and etiquette.

District goals.

**ABILITY TO:**

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

Read, interpret, apply and explain rules, regulations, policies, objectives and procedures.

Accurately maintain records and prepare reports.

Effectively communicate and understand both orally and in writing.

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

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

Understand and work within scope of authority.

Determine appropriate action within clearly defined guidelines.

Work confidentially and independently with many interruptions.

Analyze and synthesize information for accurate data reporting to support district goals.

Organize and prioritize to meet schedules and timelines.

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

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

Have flexible work schedule (may include evenings and weekends).

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; constant interruptions; contact with dissatisfied individuals; intermittent noise; repetitive activities.

**PHYSICAL ABILITIES:**

With reasonable accommodations if necessary, dexterity to operate a computer and other standardized office equipment; sitting for extended periods of time; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or on the telephone; seeing to read various documents related to assigned activities; lifting light objects.

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

*E= Essential Functions*

**APPROVALS:**

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Paul Idsvoog, Chief of Human Resources & Labor Relations  
Division of Human Resources

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Date

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Robert G. Nelson  
Interim Superintendent

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Date