

SPECIAL PROJECTS TECHNICIAN

DEFINITION

Under general supervision, performs a wide variety of clerical duties of above average difficulty in maintaining or inspecting financial or statistical records; monitors budgets for special projects and prepares complex reports; and performs related work as required.

CLASS CHARACTERISTICS

Positions in this class are characterized by a blend of responsible clerical duties, skilled computer usage, and accounting duties. Incumbents are responsible for monitoring budgets for a variety of special projects such as Title I, ESL or School Improvement and independently producing reports using the computer. Positions in this class require independent performance of specialized work requiring a thorough knowledge of the policies, procedures, regulations, and methods, which impact upon their assigned duties. Positions typically work in a setting in which the supervisor delegates responsible aspects of the program to the incumbent. The incumbent is expected to make decisions, which do not depart from policy, and to have a wide range of independent personal contact with the public and others to attain and gather data requiring the use of judgment and tact. The incumbent is required to proficiently operate a variety of computer software.

EXAMPLES OF DUTIES

Performs a wide variety of difficult clerical accounting work such as narrative, financial, and/or statistical reports and summaries requiring independent judgment as assigned; types confidential and technical reports. *E*

Accesses PC and mainframe records to create, enter, extract, arrange, and update data; formats spreadsheets, layouts, and reports, memos, booklets, and other material; utilizes layout and graphic design techniques in determining appropriate formats for printed material. *E*

Assists in making financial and statistical reports of accounts and records maintained as requested by supervisor. *E*

Answers questions that involve searching for and abstracting data and detailed explanations, primarily refers only matters requiring policy decisions to immediate supervisor. *E*

Types requisitions, invoices, and purchase order forms; reviews for correct account numbers; tracks orders for payment in a timely manner. *E*

Prepares and maintains inventory of equipment and supplies; reviews equipment repair with supervisor whenever necessary. *E*

Communicates with students and parents regarding program and services. *E*

EXAMPLES OF DUTIES (cont.)

Monitors student progress and assists in the communication with instructional staff, support staff, administrative staff, and outside resources. *E*

Facilitates the ordering of instructional materials or equipment to support instruction. *E*

Supports the organization of CELDT (California English Language Development Test) testing and proctor assessments. *E*

Supports orientation activities for new students. *E*

Assists as needed in articulation activities with feeder district (i.e. requesting data, etc.) *E*

Types rough and final copy of material from clear copy or written rough drafts; composes routine letters independently. *E*

Prioritizes work and adheres to strict time lines. *E*

Develops, implements, and maintains a variety of complex files and records for specialized programs as assigned, personally collecting required information whenever necessary. *E*

Maintains a calendar of appointments or events; schedules meetings as required; contacts guest speakers; arranges for room reservations and equipment as needed; distributes notices; arranges for travel and accommodations; submits requisitions for payment in a timely manner. *E*

Opens, date stamps, logs, and distributes incoming mail; does large mail outs throughout the school year. *E*

Maintains employee time records. *E*

Provides to parents and students related information on procedures and regulations. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern office equipment, methods, and procedures including the preparation of business correspondence and reports;
2. Use and operation of a variety of word processing software and computers;
3. Basic research, data collection procedures, and composition techniques;
4. Methods and practices of financial record keeping and filing systems;
5. Applicable state laws, District policies, procedures, and other regulations governing the program or area of assigned responsibility;
6. Proper English usage, spelling, grammar, and punctuation; and
7. Basic business math;

Knowledge of: (cont.)

8. Telephone etiquette; and
9. General principles of supervision and training.

Ability to:

1. Perform difficult and complex clerical work involving independent judgment and requiring accuracy and speed;
2. Proficiently operate computer with speed and accuracy and use word processing programs and all aspects of database;
3. Learn new software applications;
4. Independently prepare clear and comprehensive reports and keep difficult records;
5. Understand, interpret, and explain a wide variety of policies, laws, rules, and regulations to others;
6. Work with a high level of independence and with little direct supervision with the requirement of decision making within established limits;
7. Communicate effectively, clearly, both orally and in writing;
8. Maintain confidentiality of complex, confidential, and sensitive records;
9. Understand and carry out oral and written instructions;
10. Establish and maintain effective relationships with those contacted in the course of work; and
11. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Experience performing increasingly responsible and varied clerical work, including financial record keeping activities; experience working on a word processor compatible with District equipment and software; course work in bookkeeping or maintaining financial or statistical records.

WORKING CONDITIONS

Environment:

Office environment; subject to considerable distraction and constant interruptions.

Physical Abilities:

Seeing to inspect financial or statistical records and read computer operations manuals; hearing and speaking to exchange information in person or on the telephone with staff and public; sitting and operating a keyboard for extended periods of time; reaching to retrieve and file records; dexterity of hands and fingers to file and operate word processing and office equipment.

Hazards:

Extended viewing of computer monitor.

Revised: 10/1996