SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Position Descrip5.5O5pMCID 1 >>BDC 0.C5CTS io89.66.283 -3176(O)1.

SERIES:	**AssistantS**	**u**	**FLSA:**	**E**	**x**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Assist the Chief Human Resources Officer and Cabinet in the selection and appraisal of administrative staff, and provide advice regarding administrative assignments and reassignments.

Perform related duties consistent with the scope and intent of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: Master's degree in Human Resources, business or public administration, or a closely-related field, and seven years of increasingly responsible management-level experience, which includes substantial experience in Human Resources, labor relations, and school district administration, preferably in a large, complex public agency. Human Resources Certification in either Association of California School Administrators (ACSA) or the Society for Human Resources Management (SHRM) desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential preferred. Must be willing to attend evening/weekend meetings or activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Theories, techniques, and methodologies of Human Resources management and administration, including

- Provide leadership to negotiating teams.
- Develop and present negotiating strategies.
- Administer the District's grievance procedures.
- Work across cultures and communities.
- Evaluate and assess the effectiveness of teams, programs, and individuals.
- Work independently, coordinate multiple activities simultaneously, and work flexible hours.
- Prepare and deliver effective presentations to diverse audiences.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with District staff and administrators, students, parents or guardians, labor organizations, outside agencies, and the public, in a multicultural community.
- Exercise effective decision-making and problem-solving.
- Read, interpret, apply, and explain rules, regulations, policies, contracts, and procedures.
- Analyze situations accurately, and adopt a legally sound, effective course of action.
- Plan and organize work to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING RESPONSIBILITIES

Required to manage the services and systems of the department to maintain focus on customer service and work product quality; provide the flexibility, enthusiasm, and adaptability necessary for the effective leadership of the staff of a multi-service department in a dynamic organization; ability to exercise effective decision-making and problem-solving; foster and maintain effective communication and working relationships with the District's employee union representatives; align the department's operation with the District's mission to provide quality education to its students; participate as a member of the District's Superintendent's Cabinet and Executive Staff; respond to shifting tasks and priorities of the school district; attend evening/weekend meetings or activities; represent the District on potentially sensitive or controversial matters; facilitate group discussion, communication, and problem solving; communicate clearly with diverse audiences and stakeholders; exercise excellent listening skills.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:
Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through district-offered plans.