VALLEJO CITY UNIFIED SCHOOL DISTRICT  
Human Resource Services  
665 Walnut Avenue, Vallejo, CA 94592  

JOB DESCRIPTION  
OPERATIONS SUPPORT TECHNICIAN  

<table>
<thead>
<tr>
<th>Title:</th>
<th>Operations Support Technician</th>
<th>Reports To:</th>
<th>Operation Manager (s) or Designee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Administrative Services</td>
<td>Work Year:</td>
<td>260 Days per year</td>
</tr>
<tr>
<td>Classification:</td>
<td>Classified</td>
<td>Salary:</td>
<td>See Classified (CSEA) Salary Schedule</td>
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<tr>
<td>Date Approved:</td>
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DESCRIPTION OF POSITION:  
The Operations Technician under the direction of the Director(s) and/or Designee performs a diversity of technical specialized business operation responsibilities relating to Facilities, Maintenance, Operations and Transportation. The Operations Support Technician assists the Operation’s Managers with all administrative topics requiring technical knowledge/organizational skills and experience of department procedures and policies related to district operations and regulations. The Operations Support Technician will also perform multiple duties simultaneously relating to all district business operations responsibilities.

REPRESENTATIVE DUTIES:  
- All duties are to assist the Operation Manager(s) in his or her daily responsibilities which include answering phone calls (customer service), referring department inquiries and disperse approved information to the public, district office personnel and school sites over the telephone and/or email means and methods.
- Exercise judgment in informing the immediate supervisor accurately regarding information directed to the department as necessary.
- Record and/or transcribe meeting notes, compose/formulate, organize, edit reports i.e. Board reports, Committee reports, letters and memoranda with minimal instructions.
- Official meeting recorder.
- Ability to maintain or improve the department filing systems/records.
- Proficient in maintaining data bases which include and not limited to portable log, vehicle fleet log, board agenda logs, condition of classroom and project history files.
- Order, check, monitor and verify receipt of supplies and equipment.
- Attend meetings and workshops, as provided by the District.
- Prepare and follow-up with all requisitions, purchase orders and budget transfers.
- Process time sheets, track/monitor/update leave calendars.
- Advanced-level with technology computer applications MS Word, MS Excel, MS Power point, Outlook, Financial 2000. Scanning, faxing, documents.
- Assist with submission of mandated and legal reports which include but not limited to Community Facilities District, Developer Fees, Deferred Maintenance, Hazardous Material, and California Highway Patrol.
• Arrange meetings, schedules for the Operation Manager(s).
• Proven ability to obtain the knowledge and retain the use of computer programs i.e. Use Permits, Work Orders, and Vehicle Routing.
• Ability to work collaboratively with others.
• Assists with school boundaries and registration processes as it pertains to Facilities, Maintenance and Transportation operational responsibilities.
• Processing of technical documentation i.e. Developer fees, construction administration, bidding, pre-qualification, assist with the preparation of front end and technical project specification.
• Experience reading architectural plans and familiarity with Division of the State Architect requirements, California Department of Education and Local code requirements.
• The flexibility of working overtime.
• Perform related duties as assigned.

EDUCATION AND EXPERIENCE
Graduation from high school, any combination equivalent to: minimum 12 college units in business administration or related field to be acquired within the 18 months of employment. Completion of AA – Associate Degree is a condition of maintaining employment. Five years of varied and progressively more responsible office experience including four years of computer use while performing technical duties in an administrative/corporate office.

KNOWLEDGE, SKILLS AND ABILITIES:
KNOWLEDGE OF:
• Modern office methods, practices, and procedures including computer systems and software.
• Correct punctuation, spelling and grammar.
• Administrative records.
• Methods and techniques of work flow and the organization of clerical employees.
• Technology systems and a variety of word processing, database, power point and spreadsheet applications.

ABILITY TO:
• Work independently without specific instructions.
• Handle confidential material with discretion.
• Deal tactfully and effectively in person and on the phone.
• Transcribe notes rapidly and accurately.
• Type accurately at a rate of not less than 45 words per minute.
• Supervise other clerical employees.
• Give out information accurately over the counter and by telephone.
• Organize a group of clerical employees and work effectively with them.
• Work cooperatively with others.
• Use a variety of software and programs on the computer with proficiency.
**PHYSICAL REQUIREMENTS:** Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); frequently – up to 75% of shift (4).

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Bend</td>
<td>3</td>
<td>Lift/carry 0-10 lbs</td>
<td>4</td>
</tr>
<tr>
<td>Twist</td>
<td>3</td>
<td>Lift/carry 11-25 lbs</td>
<td>3</td>
</tr>
<tr>
<td>Squat</td>
<td>3</td>
<td>Lift/carry 26-40 lbs</td>
<td>3</td>
</tr>
<tr>
<td>Kneel</td>
<td>3</td>
<td>Lift/carry 41-100 lbs</td>
<td>2</td>
</tr>
<tr>
<td>Climb</td>
<td>3</td>
<td>Stand</td>
<td>4</td>
</tr>
<tr>
<td>Reach above shoulder</td>
<td>3</td>
<td>Walk</td>
<td>4</td>
</tr>
<tr>
<td>Grip/Grasp</td>
<td>3</td>
<td>Sit</td>
<td>4</td>
</tr>
<tr>
<td>Extend/Flex Neck</td>
<td>3</td>
<td>Drive</td>
<td>4</td>
</tr>
<tr>
<td>Use Right Hand</td>
<td>4</td>
<td>Perform Repetitive Hand Motions</td>
<td>3</td>
</tr>
<tr>
<td>Use Left Hand</td>
<td>4</td>
<td>Keyboarding/Mouse Work</td>
<td>3</td>
</tr>
<tr>
<td>Ability to See</td>
<td>4</td>
<td>Ability to Hear</td>
<td>4</td>
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THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The district is compliant with ADA requirements.

Approved by: [Signature]

Date: 8/1/14

Mel Jordan, Assistant Superintendent for Admin/Services