

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Architectural Administrative Aide	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Planning & Construction	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	039 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Assist the Schools Architect by performing delegated administrative duties and accomplishing assigned projects.

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.)

E = Essential Functions

Assist with administrative detail or independently perform activities including conducting studies of personnel utilization and training needs. **E**

Prepare correspondence, bulletins, manuals, and procedures. **E**

Conduct special studies, including budgetary studies, and prepare analytical reports and recommendations. **E**

Explain policies and procedures for the staff; confer with staff regarding organizational requests and problems. **E**

Arrange for the acquisition of supplies, material, and services, check specifications of and submit requests for purchase of equipment and materials. **E**

Use and train others in the use of microcomputers; analyze mainframe computer printouts; coordinate the gathering and input of data for scheduling and reporting; evaluate the effectiveness of old and new internal systems and procedures and recommend revisions as appropriate. **E**

Train others in data processing procedures. **E**

Research, develop, write, or revise training materials for staff. **E**

Prepare monthly and special project reports as assigned. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college with a major in architecture, business administration, or other appropriate field, including coursework with microcomputers.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and analysis of architectural systems and procedures.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with others.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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