

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

| | | | |
|--------------------|-----------------------|------------------------|-----------------------|
| TITLE: | Operations Specialist | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Various | CLASSIFICATION: | Classified Management |
| FLSA: | Exempt | SALARY GRADE: | 022 AASD |
| REVISED: | January 11, 2005 | | |

BASIC FUNCTION:

Plan, organize, control, and direct the daily operations and assigned functions of the assigned department; review, develop, and communicate policies, procedures, and regulations district-wide; conduct research, analyze data, and prepare statistical reports and analyses.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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

Plan, organize, control, and direct the day-to-day operations of the assigned department in the areas of communication, technology, record management, workflow monitoring, and productivity assessment. **E**

Develop short- and long-range plans for increasing efficiency through the use of technology and human resources. **E**

Conduct research, analyze data, and prepare and maintain a variety of statistical reports, records, and files; compose reports, procedures, and correspondence covering a wide variety of matters; write and design brochures, flyers, presentations, and other documents. **E**

Conduct and facilitate meetings, resolve problems, provide direction for department staff members, district personnel, and others as required; serve on district-wide committees, task forces, and panels. **E**

Develop, implement, and update internal and external procedures to assure smooth and efficient delivery of services and compliance with laws, policies and regulations. **E**

Perform a variety of major special projects affecting district-wide personnel, programs, and activities. **E**

Monitor and direct the maintenance of equipment and systems that support the delivery of services. **E**

Communicate with administrators, staff, and members of the public to coordinate activities, resolve issues, and exchange information. **E**

Direct and/or supervise assigned staff members; and coordinate the interview and selection process. **E**

Perform other duties reasonably related to this job class.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, experience, and/or training equivalent to a degree in business or public administration or related field and three years of relevant experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Presentation, communication, and facilitation techniques to promote collaboration.
Correct English usage, grammar, spelling punctuation, and vocabulary.
Reading and writing English communication skills.
Interpersonal skills using tact, patience, and courtesy.
Methods of statistical analysis and report writing techniques.
Principles and practices of employment, management, and effective supervision.
Operation of standard office equipment, including microcomputers.
Computer software, including Word, Power Point, Excel, Windows, and desktop publishing.

ABILITY TO:

Independently perform highly complex research and special assignments.
Interpret, apply, write, design, and explain district policies, procedures, rules, and regulations.
Learn the procedures, functions, and limitations of assigned duties.
Perform a wide variety of specialized and technical duties.
Maintain confidentiality.
Plan and organize work to meet schedules and time lines.
Understand and follow oral and written directions.
Communicate effectively verbally and in writing.
Establish and maintain cooperative and effective working relationships with all levels of district staff, outside agencies, and the public.
Work effectively with computer software programs including Word, Power Point, Excel, Windows, and the Internet.
Prepare presentations; provide training and use facilitation skills.
Maintain statistical records and prepare comprehensive, highly complex reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; 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.

Issued 5/00

Job Code 1880

PH