

SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

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|--------------------|--------------------------------|------------------------|------------------|
| TITLE: | Standing Committee Coordinator | REPORTS TO: | Assigned Manager |
| DEPARTMENT: | Various Sites/locations | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | SALARY GRADE: | 042 OTBS |
| REVISED: | July 29, 2014 | | |

BASIC FUNCTION:

Coordinate and provide administrative and secretarial support for public committee subcommittee meetings governed by the Brown Act to monitor Proposition implementations and expenditures; prepare meeting materials and documentation within all required deadlines.

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

Coordinate and provide administrative and secretarial support for monthly meetings held by committee members appointed by the Board of Education trustees, including but not limited to committees governed by the Brown Act; including all meeting preparation, documentation, minutes, and summaries. **E**

Coordinate and provide administrative and secretarial support for all scheduled subcommittee meetings, including all meeting preparation, documentation, minutes, and summaries. **E**

Request official notices to be disseminated to the public and media in coordination with the Board Office, adhering to all requirements of the Brown Act. **E**

Develop and maintain the committees and subcommittees scheduled meetings and calendars. **E**

Prepare, edit, and provide agendas, minutes, and executive summaries approved by the Committee and Subcommittee Chair to the committees and subcommittees within the required deadlines. **E**

Maintain a working relationship with the Committee Chairs and Subcommittee Chairs to coordinate, edit, and finalize meeting documentation. **E**

Maintain a log of action items established at the various meetings. **E**

Coordinate with senior leadership to prepare and produce all pertinent meeting exhibits, documentation, and handouts. **E**

Explain policies and procedures to staff, committee members, and the general public. **E**

Work with consultants to maintain updated versions of the Committee Handbooks. **E**

Work with the communication liaison regarding all community contact calls and correspondence. **E**

Publish subcommittee agendas on the Committee websites by the scheduled deadlines. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a degree in business or public administration or a related field, and two years of recent, related experience.

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:

All requirements of Brown Act noticing.
District organization, policy, and standard procedures.
Modern administrative and office procedures and methods.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Compose routine and specialized correspondence and reports using proper grammar, spelling, punctuation, and vocabulary with superior proficiency.
Communicate effectively orally and in writing.
Prepare and edit meeting minutes, executive summaries and reports.
Establish and maintain effective working relationships with all levels of staff and the public.
Operate standard office equipment, including microcomputers and related software applications.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Plan and organize work to meet continual schedule deadlines and time lines.
Exercise tact, diplomacy, and independent judgment.
Maintain records.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange; seeing to read, prepare, and proofread documents; sitting 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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