

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: COMMUNITY SERVICES ADMINISTRATOR

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Secondary Education, plan, organize and direct the activities and operations of the District Community Services Department and related programs; coordinate and manage local business partnerships, child care programs, Business and Technology Training Institute (BTTI) and other related programs; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize and direct the activities and operations of the District Community Services Department.

Coordinate and manage local business partnerships, child care programs, BTTI and other related programs; assure compliance with grant or privately funded program rules, regulations and policies.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Associate Superintendent regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Serve as District representative for community seminars locally; coordinate and participate in awards, events and meetings.

Control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Community Services and related programs.
Oral and written communication skills.
Principles and practices of supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and manage the operations and activities of the Community Services Department.
Train and supervise the performance of assigned personnel.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare and maintain comprehensive reports.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in business or related field and three years teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.