



## STOCKTON UNIFIED SCHOOL DISTRICT

**CLASS TITLE:** PROGRAM TECHNICIAN

**BASIC FUNCTION:**

Receives direction from the Director of Special Education, Director of State & Federal Programs, Administrator of Early Childhood Education/Child Welfare and Attendance or Director of Child Nutrition/Food Service or other managerial position to monitor funds and programs to achieve appropriate allocation of resources and expenditure of funds and to ensure compliance with Federal, State, and local regulations; serve as liaison with the Human Resources Department and school sites on personnel and other matters; provide technical guidance to clerical staff in the assigned office; and perform related duties as assigned. Exercises technical guidance over clerical staff.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

Review project budgets for conformance to local, state and federal regulations.

Adjust budget components as necessary, contacting school sites regarding budget program and screen problem areas; answer questions from principals, parents and school site personnel regarding budgets and related areas.

Monitor school site transfers of funds.

Prepare technical reports, including revisions and amendments as required and for substantial budget changes.

Authorize requisitions.

Gather, compute, and compile information for budgets.

Maintain data on project status and establish and maintain project files.

Provide information to Business and Human Resources Departments as needed.

Prepare personnel authorization forms and arrange for interviews of special projects programs applicants.

Maintain records of staff-pupil ratios relative to state regulations and contractual limitations.

Provide inservice training to school site clerical personnel.

Prepare and/or process various forms and materials for data processing as assigned.

Monitor and maintain internal fiscal control systems.

Request and monitor inventory lists from schools.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

## **Program Technician – Continued**

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Program administration principles and techniques.
- Rules, regulations and guidelines relating to school accounting.
- Purpose and functions of special project programs.
- Problem analysis and report writing techniques; data organization and presentation.
- Organization and planning techniques.
- Oral and written communication skills.

#### ABILITY TO:

- Maintain complex fiscal records.
- Analyze problems; organize data, and present information.
- Perform difficult and responsible clerical and technical and clerical accounting work with accuracy, speed and a minimum of supervision.
- Deal effectively with a variety of personalities and situations.
- Use good judgment in responding to problems.
- Compose correspondence independently; communicate effectively, orally and in writing.
- Provide technical guidance to others.
- Understand and interpret complex Federal and State rules, regulations, and guidelines.
- Analyze problems and recommend appropriate solutions.
- Physical capability sufficient to perform job tasks.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

### **EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to completion of the twelfth grade and four years of accounting experience.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Indoor work environment.

#### PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

Board Adopted: 1/11/05  
CSEA Chapter 821  
Salary Range: 50