



Santa Rosa City Schools

Classification Description

Job title:	Program Account Technician III	Department:	Educational Services
Reports to:	Department Executive Director or designee	FLSA Classification:	Non-Exempt
Board Approval:	June 10, 2026	Work year:	12 Months
Revision(s):	April 23, 2025	Salary Range	CSEA 75 Range 28

DEFINITION:

Under the direction of the Department Executive Director or designee, performs secretarial and administrative assistant duties; performs a wide variety of difficult and responsible clerical work.

QUALIFICATIONS:

Education:

Any combination equivalent to a high school diploma, plus some secretarial course following graduation

Experience:

Any combination of education, training, and/or experience equivalent to a high school diploma, including or supplemented by courses in office procedures, and four or more years in an office environment, preferably one year of which is in a school setting.

Experience working with budgets preferred.

License and/or other qualifications:

None

Knowledge and Abilities:

Knowledge of:

- School District policy, rules, and regulations
- Operations, procedures, specific rules, and precedents of the particular department to which assigned
- Office methods, modern office equipment, and procedures
- English usage, spelling, vocabulary, grammar, punctuation, and basic arithmetic skills
- Various computer and software programs, including but not limited to Microsoft Office, -Accounting Software, MSIS (Migrant Education), CalPads, Student Information System, Google Workspace, CPARIS, CAS, FPM, and SPSA, PARs (Time & Effort).

Ability to:

- Learn, interpret, and apply school District rules, laws, and policies with good judgment while independently carrying out a variety of secretarial and technical procedures
- Compose correspondence independently
- Exercise good judgment when working independently and know when to escalate issues to a supervisor.

- Interacts with a wide variety of personalities and situations with tact, friendliness, and good judgment.
- Analyze situations accurately and adopt an effective course of action
- Prepare and maintain financial and statistical records and reports
- Make arithmetic calculations quickly and accurately

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.

1. Perform a variety of administrative tasks independently and escalate issues to the supervisor as appropriate.
2. Assist with purchases, travel arrangements, meetings, reports, and requests from educators, parents, community members, and district personnel.
3. Create, edit, and format documents including minutes, memoranda, presentations, letters, vendor contracts, and reports for committees, task forces, the Board of Education, and administrators.
4. Collect, compile, and organize information for reports, meetings, and special projects; submit materials to the supervisor for review and approval.
5. Manage calendars, schedule appointments, and maintain conference and training room bookings for the supervisor and department.
6. Serve as an information resource regarding departmental operations, bulletins, policies, and procedures.
7. Act as a resource for department and school site secretaries; provide guidance and support as needed.
8. Compose correspondence and memoranda with minimal direction; handle incoming calls and route them appropriately.
9. Develop, track, and maintain files of correspondence, records, logs, budgets, and other legal or administrative documents.
10. Monitor office supplies and prepare purchase orders, trip requests, and reimbursement claims as needed.
11. Take minutes at meetings when required.
12. Assist in the orientation and training of new department secretaries as it pertains to all Title funding.
13. Oversee clerical tasks within the division and provide coverage for department secretaries as necessary.
14. Maintain budget accounts and assist in budget preparation for the division under the supervisor's direction.
15. Maintain contacts with other district departments.
16. Compile and maintain lists of topics for board, cabinet, and other meetings.
17. Communicate professionally and promptly with school sites, department personnel, and the community on behalf of the division.
18. Attend monthly meetings in person or virtually.
19. Attends trainings and meetings as per Administrator approval.
20. Keep up to date with CDE's requirements and allowability of all programs as appropriate
21. Support the training and documentation of time and effort reporting for categorical funded programs.
22. Maintain accurate records for fiscal monitoring and audits.
23. Ensure Position Control in system is kept current for all program staff.

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to updating. Nothing in this list of job functions restricts management's right to assign or reassign duties and responsibilities for this job.

1. Perform other related duties within the scope of the job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Office equipment, IT equipment
Walking on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X	
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)		X			
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting	X				
Climbing	X				
Kneeling	X				
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.