

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

MANAGEMENT TRAINEE

JOB SUMMARY:

Under the immediate direction of an Assistant Superintendent, coordinate the day-to-day operations of an assigned program or administrative specialty; and, perform related duties as assigned. Programs or administrative specialties may include: accounting, child nutrition, maintenance and operations, information systems, personnel, and purchasing and warehouse.

DISTINGUISHING CHARACTERISTICS:

This is an entry-level management position in which, under immediate direction, incumbents are responsible for coordinating day-to-day operations in an assigned program or administrative specialty such as, but not limited to, accounting, child nutrition, maintenance and operations, information systems, personnel, and purchasing and warehouse requiring quantitative and analytical skills. The majority of work is performed in compliance with operating policies and procedures, and local, state and federal regulations. Incumbents work within assignment parameters defined by an administrator who will provide a greater level of supervision, technical instruction, clarify methods or resolve problems. Positions in this class may supervise clerical and/or technical/paraprofessional personnel. Incumbents perform progressively responsible work and may develop skills needed to move into journey-level management classifications.

ESSENTIAL FUNCTIONS:

Coordinate operations and activities in an assigned program and/or administrative specialty. Program areas and administrative specialties may include: accounting, child nutrition, maintenance and operations, information systems, and purchasing and warehouse.

Establish and maintain department time lines and priorities; assure assigned functions comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Supervise and conduct timely performance evaluation of assigned personnel; assist in interviewing, selecting, training and discipline of assigned employees; coordinate staff work assignments, develop employee schedules and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Coordinate department functions to meet district objectives and ensure smooth and efficient department activities; investigate, evaluate and ensure proper and timely resolution of department issues, conflicts and discrepancies.

Oversee and participate in the preparation and maintenance of various records, reports and files related to assigned activities; audit various records, reports and statements for accuracy and completeness; make corrections and adjustments as needed; develop spreadsheets and generate computerized reports.

Assist in the development and preparation of the annual preliminary budget for the department; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.

Provide technical information and assistance regarding assigned functions and related activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate

activities and programs and resolve issues or concerns; compose, distribute and respond to a variety of correspondence.

Operate a variety of office equipment including a computer and assigned software.

Attend, conduct and participate various meetings and committees as assigned.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Minimum qualifications stated are a guide for determining education, training, experience, special skills and/or license required for employment in the class. These are re-evaluated based on the particular program or administrative specialty requirements each time the position is opened for recruitment. Please refer to the Job Announcement for minimum qualifications related to the specific program or administrative specialty.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units). Relevant professional experience and training in the area of specialty may be substituted for education lacked on a year-for-year basis.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, practices and procedures of assigned program or specialty area.

Applicable laws, codes, regulations, policies and procedures.

Policies and objectives of assigned programs and activities.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize, and coordinate operations and activities involved an assigned program or specialty area.

Supervise and evaluate the performance of assigned personnel.

Interpret, apply and explain rules, regulations, policies and procedures.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Operate standard office equipment including computer and assigned software.

Meet schedules and time lines.

Plan and organize work.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead, above the shoulders and horizontally.
Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds; some positions may require lifting up to 50 pounds.

HAZARDS:

Some positions may require working around or with hazardous materials and/or machinery having moving parts.

CLEARANCES:

Criminal Justice Fingerprint/Background
Tuberculosis
Pre-placement Physical and Drug Screen

NOTE: An incumbent in the job class of Management Trainee may be promoted to the next higher related job class of Manager or Director upon certification by the division head that the incumbent is regularly performing a majority of the higher level duties and with approval of the Personnel Commission that the incumbent meets the minimum qualifications listed on the current class description of the higher job class.