



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2018

**Agenda Item:**

Discuss and approve the new classified job description for the Linkage Foundation Technician (Supplemental Help) and Classified Supplemental Salary Recommendation.

**Agenda Placement:**

Action

**Background:**

The District Administration has presented the Personnel Commission with new duties for a classified supplemental help position with the proposed title of Linkage Foundation Technician (Supplemental Help).

Personnel Commission rules 3.1.1 and 3.1.3, 3.2.1 thru 3.2.6 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

**Recommendation:**

It is recommended that the Personnel Commission approve the new classified job description for the Linkage Foundation Technician (Supplemental Help) and Classified Supplemental Salary Recommendation of \$20 an hour/Not to exceed \$15,000 per year.

## **Madera Unified School District Classified Job Description**

### **Linkage Foundation Technician (Supplemental Help)**

#### **Purpose Statement**

Linkage Foundation Technician supports the educational process by providing support to the Madera Linkage Foundation with specific responsibilities for performing detailed clerical work, marketing and public relations; assist in the coordination, monitoring, scheduling, and publicizing fundraising for community events.

This job reports to Madera Unified Linkage Foundation Board.

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#### **Essential Functions**

- Assists the Linkage Foundation Board with the implementation of programs that is within the mission of the organization.
- Assists in executing the Linkage Foundation's marketing outreach plan, by assisting in developing and coordinating new income producing projects that involve community business and other organizations.
- Communicates with a variety of personnel (e.g. administrators, public, agencies, parents, business owners, vendors etc) for the purpose of providing fundraising opportunities.
- Recruits, orients and assigns volunteers who provide support to Linkage Foundation sponsored events.
- Conducts, schedules, promotes and publicizes Linkage Foundation fundraising for the purpose of providing vendors and community members donation opportunities.
- Maintains donor database, keep accurate records of all fundraising activities, donor gifts and special event sponsors.
- Prepares documents (e.g. correspondence, memorandum, fundraising progress, reports, and updates for the purpose of communicating information to the Linkage Board, district personnel and/or stakeholders.
- Work independently and under direction of Linkage Board to manage up-coming events, including fundraising and volunteer opportunities.

- Promotes growth of Linkage Foundation through identification and solicitation of prospects for sponsorships/donations and cultivates community and business relationships for ongoing in-kind gifts.
- Works with District Personnel to ensure consistent updates to website, social media and newsletters.

### **Knowledge, and Abilities**

**KNOWLEDGE OF:** correct oral and written usage of English, current office practices, procedures and equipment; accurate record-keeping techniques; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette; site operations, procedures, specific rules and precedents of the District and office; knowledge of various cultural backgrounds.

**ABILITY TO:** operate a computer to enter data; maintain records and generate reports; maintain cooperative and effective relationships with a diverse range of people; work independently with little direction; understand and work within scope of authority; plan, prioritize and organize to meet schedules and timelines; communicate, understand and follow both oral and written directions effectively; learn new or updated computer systems/software programs to apply to current work; communicate using patience and courtesy in a manner that reflects positively on the organization; apply integrity and trust in all situations; actively participate in meeting District goals and outcomes; learn district organization, operations, policies, objectives and goals.

**Hourly Rate:** \$20 an hour/ Not to exceed \$15,000 per year.

### **Minimum Qualifications**

**Experience:** One year of experience in the following, clerical, communications, marketing and public relations or related field.

**Education:** High School diploma or equivalent.

#### **Required Testing**

Pre-employment Proficiency Test

Pre-employment Physical Exam

#### **Continuing Educ./Training**

None Specified

#### **Clearances**

DOJ/FBI Background Clearance

TB Clearance

Physical Demands(A)

#### **FLSA Status**

Non-Exempt

#### **Approval Date**

#### **Salary Range**