



Administrative Technician

Summary

Perform a variety of technical duties and provide administrative support to a department's specialized programs and/or projects; monitor and evaluate programs and/or projects; research, gather, and interpret data; prepare technical and administrative reports.

Class Characteristics

General supervision is provided by the Department Director; responsibilities may include the indirect supervision of support staff.

The Administrative Technician performs difficult, technical administrative work in support of one or more major department program/projects. Incumbents have technical, specialized knowledge in the program/projects area to which assigned. Incumbents research issues, analyze, prepare written reports, and provide day-to-day program/project support. Positions at this level are distinguished from those in the classification of Administrative Assistant in that the Administrative Technician is responsible for technical support of specific program/projects.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Monitor and evaluate specialized department program/projects for accuracy and compliance. Collect, verify, organize and input data into databases from a variety of sources. Analyze and interpret collected data providing analyses as needed or required.

Research a variety of informational materials from internal and external sources; compile the information into an appropriate format for review.

Perform technical and clerical procedures to prepare and or complete program/project requirements.

Respond to inquiries from other departments, organizations, public agencies, and the general public.

Draft, prepare, proofread a variety of finished documents such as letters, memoranda or reports from brief instructions, or draft materials; review finished materials for completeness, accuracy, and format, compliance with policies and procedures, and appropriate English usage.

Prepare and maintain information, reports, records and spreadsheets. Perform related duties as assigned.

Departmental Functions

Administrative Services:

Assist with the development and administration of the City's budget. Develop preliminary data for budget.

Monitor major revenue and expenditure fluctuations.

Explain budget process and requirements.

Ensure budget guidelines and deadlines are met.

Receive, review, compile and enter budget information into spreadsheets and review for accuracy.

Perform related duties as assigned

Skills/Abilities:

Organize work, collect data, set priorities, and meet critical deadlines.

Interpret and apply City and/or departmental policies and procedures.

Analyze, problem solve and develop solutions.

Research and organize information from various sources.

Take initiative, use sound judgment and work independently.

Use tact, be flexible, adapt to changing conditions and work well as a team member.

Compose and format business correspondence including letters, memoranda, reports and related documents.

Prepare and input statistical data into tables and charts.

Type accurately at a rate of 50 net words per minute from printed copy.

Operate a variety of office equipment including computers and associated word processing and spreadsheet applications.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate.

Qualifications:

Knowledge of:

Office procedures and practices.

Working knowledge of sub-professional accounting, bookkeeping and fiscal procedures.

Basic knowledge of the principles and techniques of procedures and systems of department assigned.

Some knowledge of the principles of administration and management.

Computer processing business applications.

Office procedures and practices.

Working knowledge of sub-professional accounting, bookkeeping and fiscal procedures. Methods and techniques to monitor and evaluate program/projects.

Principals, practices, procedures, terminology, laws, rules, and regulations pertaining to the program/projects area to which assigned.

Methods and techniques of research, data collection and processing of information. Proficient in word processing, spreadsheet, and software applications.

Operational characteristics of office equipment including facsimile machines, photocopiers, and computers.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school, supplemented by college level courses in business administration, finance, real estate, economics, accounting, planning, or a related field. An associate of arts or science degree in a related field is desirable and may substitute for twelve (12) months of the required experience.

Experience:

Three (3) years of progressively responsible administrative program experience involving program conformance monitoring, research, report writing.

Certificates/Licenses:

Possession of a valid California Class C driver's license.

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