

ADMINISTRATIVE TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under direction of a department head or deputy director, perform a wide variety of technical level administrative duties in support of a City department or program; research, collect, and analyze data and prepare draft reports; track and report operational statistics; and provide technical assistance to management.

DISTINGUISHING CHARACTERISTICS

The Administrative Technician class is the technical level in the administrative support series responsible for performing the most complex administrative support duties in support of a department head and the overall operations of the department. The Administrative Technician differs from the Administrative Clerk III in that the latter performs complex, highly responsible administrative support duties that do not involve direct support to a department head and are not technical in nature.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Develop, coordinate, and implement program activities of a technical area of assignment related to department activities and programs.
- Respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.
- Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed.
- Assist professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection, research and analysis; prepare draft reports and technical documents; provide project oversight for the less complex or political projects.
- Assist with the development of Requests for Proposals and contract administration.
- Plan, prioritize, assign, supervise and review the work of administrative support staff, as assigned.
- Establish and maintain systems related to assigned technical area of responsibility; monitor area activities and report progress as required.
- Ensure areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.

- Review, verify and process documents related to department activities including budgets, contracts, grants, claims, purchasing, and other specialized documents based on area of assignment.
- Establish and maintain a wide variety of filing and reporting systems as necessary; develop record keeping procedures; provide relevant information to relevant parties prepare and type correspondence and compile and type reports.
- Compile and develop information for special studies and reports from a variety of resources; collect, compile and report findings and recommendations.
- Assist with the testing, implementation and maintenance of new/upgraded software technologies and systems; maintain a variety of databases.
- Assist supervisor and managers with a variety of administrative operations; prepare, recommend and implement procedural modifications.
- Coordinate and assist in the development and administration of a department budget; prepare budget reports; compile annual budget requests; monitor and classify expenditures; track and reconcile bills; produce budget reports; research and resolve discrepancies.
- Independently respond to letters, e-mail and general correspondence based on areas of assignment.
- Coordinate, compile and draft City Council communications, as requested.
- Attend a variety of meetings as assigned; coordinate the preparation and distribution of presentation materials, agendas, reports, and meeting packets; prepare minutes.
- Perform a wide variety of complex, responsible, secretarial and administrative duties for executive staff and other management personnel including providing routine analytical support.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of technical administrative support.
- Principles and practices of intermediate analytical research and project coordination.
- Principles of budget monitoring.
- Techniques and principles of effective interpersonal communication.
- Pertinent local, State and Federal laws, codes, ordinances, City functions, policies, rules and regulations.
- General functions and objectives of municipal government.
- Research methods and techniques.
- Computer software, including word processing, data base, spreadsheet and accounting applications.
- English usage, spelling, punctuation and grammar; and arithmetic, basic mathematical calculations and statistics and statistical methods.

- Modern office procedures and equipment including the use of a variety of software applications.
- Business letter writing and basic report preparation techniques.
- Principles and procedures of filing and recordkeeping.
- Principles and practices of customer service.

Ability to:

- Independently perform a variety of technical duties including research, compilation and report development in support of assigned department or program.
- Operate a personal computer utilizing spreadsheet, word processing and database software at an intermediate to advanced level.
- Collect, compile, analyze and present a variety of data in a meaningful way.
- Develop and implement various data collection and reporting systems. Interpret, apply and explain laws, rules, code and City policies and procedures.
- Review budget submissions and revisions for mathematical and accounting accuracy.
- Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- Supervise, train and evaluate assigned administrative support staff, as assigned.
- Understand and interpret complex policies, procedures and regulations.
- Review documents and operational procedures; interpret, identify, explain and problem solve issues and recommend corrective action.
- Obtain information through interview; handle multiple project assignments; and deal firmly and courteously with the public.
- Analyze situations quickly and objectively to determine proper course of action.
- Understand the organization and operations of the City and of outside agencies as necessary to assume assigned technical responsibilities.
- Coordinate the development and monitoring of an assigned program project budget; project, track and reconcile expenses.
- Compose professional quality correspondence and letters; write highly technical, detailed and analytical reports.
- Maintain a high level of confidentiality of a wide range of sensitive information when involved with human resource, payroll or other confidential issues.
- Respond to and assist in the resolution of inquiries and complaints.
- Independently prepare correspondence and memorandums.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education and/or Experience:

Either three years of highly responsible office administrative support experience, preferably in support of a management position; or one year as an Administrative Clerk III with the City of American Canyon.

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment.

Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

Requires evening and/or weekend work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Administrative Assistant	6/1995	7/2007	6/2001	4706	Non-Exempt	4
Administrative Technician	1/2019	1/2019	1/2019	4706	Non-Exempt	4

APPROVED:  _____
 City Manager

Date: 1/30/19