

CITY OF TAFT

CLASS TITLE: ADMINISTRATIVE TECHNICIAN

Salary Range 39.9

BASIC FUNCTION:

\$1690.46 - \$2054.76 Bi-Weekly

This classification is responsible for providing a wide variety of difficult and specialized technical and functional office assistance, support, and clerical duties for the City Manager/Director of Public Works. Responsibilities include functioning as the confidential secretary, record keeping, correspondence, and data entry. The incumbent provides information and assistance to the public for a variety of services and is expected to understand and correctly apply appropriate rules, procedures and guidelines. This position may exercise technical and functional supervision over clerical personnel and assist in more highly technical projects including performing variety of administrative, financial and budgetary duties; monitoring and evaluating programs and/or projects; conducting research; gathering, and interpreting data and preparing technical and administrative reports; and performing other duties as assigned.

REPORTS TO:

City Manager/Public Works Director.

SUPERVISES:

May provide oversight/lead direction to clerical or para-professional classifications

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

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

- Perform technical and clerical procedures to prepare and or complete program/project requirements.
- Monitor and evaluate program/projects for accuracy and compliance.
- Collect, verify, organize and input data 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 duties as confidential secretary to City Manager including composing correspondence, typing documents, greeting visitors and answering telephone inquiries, ordering office supplies, and coordinating travel arrangements.
- 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.
- Prepare and maintain information, reports, records and spreadsheets.
- Develop preliminary data for City and departmental budgets.
- Receive, review, compile and enter information into spreadsheets and review for accuracy.

- Research data to provide information or resolve complaints.
- Provide information to citizens and prospective businesses.
- Process and maintains files and permits.
- Contacts vendors and resolves discrepancies concerning invoices.
- Monitors expenditures and revenues, and assists in determining monetary requirements.
- May monitor and reconcile accounts, post data to accounts, maintain logs, files and records and prepare requisitions.
- Accepts and processes applications for public usage of City ground and facilities.
- Assists the community, the department, and civic leaders with meetings and events.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Office procedures and practices and word processing, spreadsheet, and software applications
- Sub-professional accounting, bookkeeping and fiscal procedures.
- 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.
- Elements of financial record keeping.
- Filing and inventory systems, letter and report writing.

Ability to:

- 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.
- Operate a variety of office equipment including computers and associated word processing and spreadsheet applications.
- Establish and maintain effective working relationships at all organizational levels and with the public.
- Perform a wide variety of difficult and responsible, technical, clerical and office support
- Communicate clearly and concisely, both orally and in writing.

Administrative Technician – Cont'd

- Independently set up and maintain records and complex files.
- Assemble data and preparing reports.
- Use proper English, grammar, punctuation, and spelling.
- Prioritize work and perform multiple tasks.
- Handle interruptions efficiently and effectively.
- Maintain confidentiality as required.
- Learn new work processes and adapt to change.
- Work at an assigned task for periods of time with minimum supervision.
- Exercise initiative and judgment and make appropriate decisions within the scope of assigned authority.

DESIRED MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way 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 preferably including experience providing high level para-professional support in a municipal government setting.

Certificates/Licenses:

Possession of a valid California driver's license.

TOOLS AND EQUIPMENT USED

Desktop computers and software including word processing and spreadsheet applications; calculator; phone; and copy and fax machine; postage machine; and 10-key calculator.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.