

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Administrative Technician
ALLOCATION: County-Wide
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: January 2008
REVISED: June 2009

JOB SUMMARY:

Under general supervision performs technical level administrative, operational, procedural, and/or program related duties in assistance to a County department; researches, collects, and analyzes data and prepares draft reports; performs administrative and technical work of assigned program area; and provides responsible administrative and technical assistance to management; coordinates program activities, assisting with process improvement efforts, preparing a variety of correspondence and reports and performs other duties as assigned.

This is the journey para-professional level in the administrative/analytical series.

CLASS CHARACTERISTICS:

This position reports directly to supervisory professional or managerial staff. This class is distinguished from Executive Assistant in that the latter provides a variety of technical activities in support of a department or program activities. This class is further distinguished from Administrative Analysts by the professional and critical nature of analysis performed at the Analyst level requiring consideration of unique problems resulting in the application of professional knowledge or expertise for proper solution or determination. The work of Administrative Analysts often results in changes to Department-wide policies, processes and procedures.

EXAMPLES OF DUTIES:

Essential:

- Develops, coordinates, and implements program activities of a technical area of assignment related to department activities; prepares technical documents related to program activities.
- Responds to requests for documentation related to assigned area of responsibility; interprets and explains policies and procedures related to assignment area to internal and external customers.
- Performs technical duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepares reports to document results of duties performed.
- Assists with performing and conducting studies, special projects, administrative, operational, and other informational research projects; performs data collection and analysis; documents processes; prepares draft reports and technical documents; develops processes and procedures to improve efficiency.
- Provides contract service oversight and support; coordinates and participates in the purchasing of materials, supplies, equipment, and services; researches vendors; reviews requests for payment, ensures that work is performed and/or materials delivered and processes invoices.
- Establishes and maintains systems related to assigned technical areas of responsibility; monitors activities and reports progress as required.
- Ensures areas of responsibility are in compliance with related laws, codes, ordinances, and legislation; advises staff of areas of noncompliance; recommends measures to gain and maintain compliance.
- Reviews, verifies, and processes documents related to program activities including budgets, contracts, grants, legislation, and other specialized documents based on area of assignment.
- Establishes and maintains a wide variety of filing and reporting systems; develops record keeping procedures; provides information to parties as requested.
- Prepares a variety of correspondence; compiles report information.
- Coordinates and assists in the development and implementation of department/program budget; prepares budget reports; compiles annual budget requests; monitors and controls expenditures; tracks and reconciles bills.
- Conducts administrative, operational, budgetary, accounting or other informational and research projects related to the activities of operational area to which assigned.
- Analyzes alternatives and makes recommendations regarding such matters as budget development, administrative policies, staffing, facilities, productivity, permitting processes and procedure development and implementation.

- Assists with and performs specific administrative support activities such as reviewing and tracking proposed legislation, assisting with the implementation of departmental automated systems and representing the department or agency head and others as specified.
- Prepares a variety of technical, statistical and narrative reports, letters, memos and other written materials.
- Provides technical level assistance on special projects, as assigned.
- Builds and maintains positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Uses standard office equipment, including a computer, in the course of work; may drive a motor vehicle to attend meetings and visit work sites.
- May plan, assign, review and evaluate the work of technical or office support staff on a project or day-to-day basis.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of administrative and/or technical area related to assignment, including, but not limited to, claims, legislation, budget, and grants.
- Principles and practices of public purchasing, including the competitive bid process, standard vendor, price and purchasing reference sources, and standard stock control and inventory procedures.
- Principles and practices of intermediate analytical research and project coordination.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Basic data sampling and statistical analysis techniques.
- Basic budgetary and accounting practices and terminology.
- Specific functions, terminology and concepts related to the functional area to which assigned.
- Applicable laws, codes and regulations.
- Business arithmetic.
- Record keeping principles and practices.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Techniques for working successfully with other employees in a lead capacity
- Principles and practices of technical and functional supervision and training
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Skill in:

- Collecting, compiling, analyzing, and presenting a variety of data in a meaningful way.
- Developing and implementing various data collection and reporting systems.
- Performing technical level research, analytical and programmatic work in a variety of areas.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Maintaining accurate records and files.
- Preparing clear and concise reports, correspondence and other written materials.
- Purchasing materials, supplies and services that adhere to quality, quantity and price standards.
- Planning, directing and reviewing the work of others on a project or day-to-day basis.
- Composing professional correspondence and letters; writing technical, detailed, and analytical reports.
- Reviewing a variety of technical documents for clarity and accuracy.
- Communicating clearly and concisely, both orally and in writing.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use initiative and independent judgment within general policy guidelines.

- Use tact, discretion and prudence in dealing with those contacted in the course of the work.
- Working without close supervision in standard work situations.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting and a credit check.

Education and Experience:

MINIMUM: An Associate's degree from an accredited college with major course work in business, accounting, or a related field; and three years of experience at a level equivalent to the County's classification of Office Specialist.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the minimum, technical experience in the subject area to which assigned and one year of experience providing direction to others.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: Martha Wilson
Date:

Personnel Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____