

CITY OF SIMI VALLEY

ADMINISTRATIVE TECHNICIAN

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

SUMMARY DESCRIPTION

Under direction, performs a variety of moderately complex paraprofessional duties in support of administrative, budget, purchasing, and/or training coordination activities related to assigned program area; utilizes specialized knowledge relating to area of assignment to research, analyze, compose, and track information; responds to questions and resolves issues, and refers to supervisory personnel only those matters which involve policy decisions or unusual circumstances; coordinates assigned activities with other divisions, outside agencies, and the general public; processes and maintains a variety of documents, forms, and records.

The Administrative Technician is distinguished from the Office Specialist and Office Assistant classifications in that the duties of Administrative Technician are paraprofessional and technical in nature, often requiring specialized program area knowledge. Administrative Technician incumbents are expected to perform duties independently, and exhibit a higher level of knowledge and judgment in assigned program area.

This is a broad classification with individual positions assigned to specific functional programs.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Prepare, review, and process a wide variety of documents, such as permits, requisitions, contracts, reports, training records, press releases, and correspondence; monitor and maintain records, files, and databases; develop queries, run ad hoc reports, and extract administrative, purchasing, and financial data from multiple computer systems.
2. Research, analyze, compile, tabulate, assemble, and track data using various computer applications and software; prepare summaries, forms, tracking systems, and spreadsheets; consistently monitor program area activities and expenditures, and alert management regarding issues, needs, or problems.
3. Maintain current knowledge of laws, ordinances, requirements, policies, and procedures relative to assigned program area; apply such knowledge to job duties, and ensure program adherence; recommend to supervisory personnel modifications to existing policies and procedures, as needed.
4. Coordinate training for assigned program area; maintain a calendar of training activities; ensure employees are trained in a timely manner; ensure mandatory training, such as Peace Officer Standards and Training (P.O.S.T.), is conducted in accordance with applicable regulations; arrange internal training classes, prepare associated materials, and reserve facilities; arrange external training opportunities and make travel arrangements; research and recommend trainers; maintain accurate and complete training records; coordinate and prepare for audits of training records by regulatory agencies.

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5. Assist in budget preparation and administration as assigned.
6. Perform accounts receivable activities; analyze information derived from multiple systems and source documents; determine if an invoice should be prepared; calculate and verify billing amount; enter invoice information into financial system, ensuring that the appropriate revenue account(s) are posted; evaluate and maintain record of payments received; follow-up on delinquent accounts with appropriate personnel to ensure timely payment; resolve billing issues.
7. Prepare and review purchase requisitions and contracts; ensure budget availability; verify compliance with the City's purchasing policies and procedures; ensure proper documentation is included; ensure vendor invoices comply with contract terms; resolve purchasing issues with internal staff and vendors.
8. Serve as liaison between assigned programs/functions and other City staff, the general public, and outside agencies; coordinate program activities and services; provide information and assistance as appropriate.
9. Attend and participate in staff meetings; stay abreast of new trends within the assigned area of responsibility.
10. Depending on area of assignment, may perform Livescan fingerprinting; track and receive fingerprinting results; communicate results to affected individuals; alert supervisory personnel of problematic background information; maintain fingerprinting and background records.
11. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Methods and techniques of project and program coordination.
Basic methods and techniques of data collection, research and analysis.
Principles of business letter and report writing.
Pertinent federal, state and local codes, ordinances, laws, and regulations.
Principles and practices of record keeping and records management.
Basic principles and techniques of budget preparation and control, and purchasing.
Basic mathematical principles.
P.O.S.T. training requirements (if assigned).
Principles and practices of customer service and problem resolution.
Operational characteristics, services and activities of assigned program area.
Modern office procedures and methods including computer equipment and supporting applications, such as word processing, spreadsheets, databases, and standard report generation.
English usage, spelling, grammar, and punctuation.

Ability to:

Perform a variety of administrative, budget, purchasing, and training coordination duties in support of assigned programs and functions.
Coordinate assigned programs and functions.
Effectively multi-task and prioritize.
Gather, organize, track, compile, tabulate, analyze, and summarize data.
Maintain a variety of ledgers, logs, records, reports, and electronic databases.
Prepare a variety of clear and concise reports, documents, and memoranda.
Respond to requests and inquiries from City staff, outside agencies, and the general public.

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Prepare and maintain accurate financial and administrative records and documents.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Interpret and apply pertinent federal, state and local codes, ordinances laws and regulations.
Understand and carry out oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Perform Livescan fingerprinting (if assigned).

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of the twelfth grade supplemented by related training and/or college coursework.

Experience:

Three years of responsible administrative/program support or coordination experience, preferably in the public sector.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 disabilities to perform the essential job functions.

Environment: Standard office setting; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting; sit for prolonged periods of time; operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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