



ADMINISTRATIVE TECHNICIAN

DEFINITION

Under general supervision, performs a variety of responsible paraprofessional administrative, technical, and clerical duties in support of assigned department or program; has ongoing technical and/or administrative responsibilities for specific assignments which may include financial and budgetary support, program/special project support, grant management support, and technology system support within assigned department; coordinates assigned programs, projects, and services with other City divisions and/or departments; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. May provide technical and functional direction to lower level clerical staff.

CLASS CHARACTERISTICS

This is a journey-level paraprofessional classification and under general supervision, provides the full range of administrative support to the assigned department. The work has technical and procedural aspects, requiring the interpretation and application of and ensuring compliance with policies, procedures, requirements, and regulations and may involve frequent contact with staff and the public. Incumbents are expected to perform the full range of duties assigned, working independently, and exercise a tact, discretion, independent judgment, and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This classification is distinguished from the Administrative Analyst in that the latter is a professional-level class responsible for a broad range of project management duties with departmental or City-wide impact including researching and analyzing practices and procedures, and assisting in developing recommendations for operational, policy, financial, budgetary, and procedural improvements in assigned areas.

ESSENTIAL DUTIES

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

- Participates in developing and monitoring assigned budgets, including preparing cost estimates for budget recommendations; gathers and reviews financial data to identify and recommend account adjustments and fund transfers; ensures accurate allocation to accounts; provides account balances and updates to management and staff; processes invoices and purchase orders, maintains budget spreadsheets; enters information into the enterprise resource planning software; attends budget meetings.
- Performs technical and procedural work in support of assigned department; applies technical

procedures, methods, and techniques to support management analysis functions and processes; monitors and explains operational and program requirements and processes to various stakeholders.

- Composes, edits, proofreads, and submits department-specific bid documents, consultant agreements, resolutions, contracts, requests for proposal, exhibits, notices of completion, and various reports for submission to the City Council.
- Researches available grants, prepares and submits grant applications, and assists in administering grant funding.
- Researches and compiles information and data from internal and external sources on topics related to assigned areas of responsibility; reviews, organizes, and summarizes data collected; compares data to identify trends and discrepancies; presents preliminary findings and recommendations in an appropriate format for review by senior professional, supervisory, or management staff.
- Assists in evaluating office and inter-departmental procedures and makes recommendations for modifications as necessary to maintain efficient and effective office operations; assists in developing and implementing department objectives, policies, procedures, and work standards.
- Participates in and manages a variety of special projects.
- Coordinates department administrative and business services activities with other City departments and outside agencies.
- Performs other clerical/administrative work as required, which may include, but is not limited to, typing and copying documents, scanning, filing/retrieving files, reviewing and processing mail, faxing information, answering the telephone, scheduling appointments and meetings, maintaining calendars, maintaining inventory of supplies and materials, etc.; listens to questions, and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; refers callers to the appropriate staff; coordinates or resolves problems of a moderate nature, when appropriate.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles, methods, and techniques, including the principles of accounting, budget development and implementation, goal setting, and organizational analysis.
- Applicable state, federal, and local laws, regulations, and policies and procedures.
- Basic principles and techniques of research, data collection, and report preparation.
- Basic principles, practices, and techniques of public sector finance, budgeting, and accounting.
- Basic budget preparation and monitoring, cash control and related accounting practices.
- Principles and practices of research methods and statistical analysis.
- Basic program and project management methods and techniques
- Business letter writing and the standard format for reports and correspondence.
- Business mathematics and basic statistical techniques.
- Records management principles and practices.

- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform responsible, difficult and complex technical, procedural, administrative, and secretarial support work involving the use of considerable independent judgment with accuracy, speed, and general supervision.
- Evaluate alternatives and make judgments within established policy and procedural guidelines.
- Develop and coordinate effective systems, programs, policies, and procedures; recognize needs, analyze problems, develop and evaluate options, make sound recommendations and initiate actions in order to develop more efficient systems, policies, and procedures or resolve problems within established guidelines.
- Interpret, summarize, and present administrative and technical information and data in an effective manner.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Assist in the development and monitoring of assigned program budgets.
- Interpret and explain pertinent departmental and City policies and procedures.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate mathematical, financial, and statistical computations.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Independently organize work, set priorities, and meet critical time deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster effective working relationships with those contacted in the course of work.

Education and Experience

A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless

expressly stated herein.

Equivalent to graduation from high school;

AND

Five (5) years of increasingly responsible clerical, administrative, or municipal finance experience.

OR

Equivalent to an Associate's degree with major emphasis in business or public administration, financial management, accounting or a related field;

AND

Three (3) years of increasingly responsible clerical, administrative, or municipal finance experience.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard and calculator; the ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift, carry, push, and pull materials and objects up to 20 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	July 2013
Revised	September 2022, August 2023 (Title Change to Administrative Technician)
FLSA	Non-Exempt
Salary Schedule	AFSCME/Range 27