ADMINISTRATIVE TECHNICIAN

SALARY: $4,476 to $6,298 per month (26 pay periods annually)
$3,357 to $4,723 per month (.75 FTE)

FINAL FILING DATE: We are accepting applications until closing at 5 pm, March 3, 2021

IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.

THE POSITION

The Human Resources Department is accepting applications for the **citywide** classification of Administrative Technician. **The employment list that will be established from this recruitment may be utilized to fill future regular, limited-term and temporary vacancies. There are two current vacancies in the Alternative Transportation division within the Public Works Department. The first vacancy is for a Regular, Full-Time position and the second is a Regular, Part-Time (.75 FTE) position.** The normal work schedule is Monday through Friday; a flex schedule may be available.

The City of Roseville promotes a no smoking atmosphere.

THE CITY

The City of Roseville (COR) incorporates the following Core Competencies as part of the City's culture:
- Focus on people: Develop and deliver service-oriented solutions that meet or exceed expectations.
- Build trust: Ensure honesty and integrity to gain confidence and support of others.
- Ensure accountability: Take responsibility for the outcomes of one's own work and foster a sense of ownership in others.
- Communicate effectively: Deliver clear, concise messages and actively listen to ideas and questions.
- Collaborate inclusively: Build effective working partnerships, alliances, and teams.
- Make quality decisions: Make sound, timely decisions and recommendations.
- Be adaptable/agile: Change approach or methods to best fit the situation and effectively balance competing priorities.

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED
- Receives general supervision from assigned supervisory personnel.
- May exercise direct supervision over administrative support personnel.

EXAMPLES OF ESSENTIAL 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 involved in duties related to area of assignment.

- 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, legislation, 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.
- May 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.

MINIMUM QUALIFICATIONS

Knowledge of:
- Principles and practices of administrative and/or technical area to which assigned.
- Principles and practices of intermediate analytical research and project coordination.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Principles of budget monitoring.
- Techniques and principles of effective interpersonal communication.
- Principles and methods of business letter and report writing.
- Principles and practices of safety management.
- 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.
- Report writing techniques.

Ability to:
- Independently perform a variety of technical duties including research, compilation and report development in support of assigned department or program.
- On a continuous basis, sit at a desk. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.
- Intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- 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.
- 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.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING

Experience:
- Three years of responsible administrative support or technical experience preferably in the subject area to which assigned. One year of lead supervisory experience is highly desirable.

Training:
- An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college, preferably with course work in public administration, business administration, accounting, industrial relations or a related field based on area of assignment. Two years of related work experience can substitute for an Associate's Degree.

License or Certificate:
- Possession of a valid California driver's license by date of appointment.

SUPPLEMENTAL QUESTIONNAIRE

1. Your response to question 3, the applicant's education, training and experience, will be scored using a pre-determined formula. Your responses to these questions must be consistent with your employment application information. This experience must also be described in the "Work Experience" section of this application. Responses to the supplemental questionnaire that are inconsistent from your "Work Experience" section in the application will not be scored. I understand and agree with the above instructions.
   - ☐ Yes
   - ☐ No

2. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.

3. How many years of responsible administrative and/or analytical support work experience do you have? Relevant work experience must be described on your application in order for your selection to be considered.
   - Less than 3 years
   - 3-4 Years
   - 4-5 Years

- 5-6 Years
- 6-7 Years
- 7+ Years

4. Do you wish to be considered for an Associate's degree equivalency (60 semester units, including 18 units in a major field of study and 21 units in general education)? *If you wish to be considered for this equivalency, please attach a copy of your college transcripts to your application. If you have already obtained an AA/AS degree and have noted this under the application education section, OR, you wish to be considered for the two year work experience substitution, you are not required to upload your transcripts.* Please see Experience and Training section of the job announcement for additional information.
   - ☐ Yes
   - ☐ No

5. How many years of collective work experience do you have performing complex analytical, administrative, financial, and technical duties in support of a department or group as it relates specifically to Program Management, Grant management, Contract management, Accounts Payable/Receivable, and Invoicing? Relevant work experience must be described on your application in order for your selection to be considered.
   - Less than 1 year
   - 2-3 years
   - 3-4 years
   - 5+ years

6. How many years of administrative and/or technical work experience do you have analyzing, monitoring, and reconciling general ledger and project ledger activities? Relevant work experience must be described on your application in order for your selection to be considered.
   - Less than 1 year
   - 2-3 years
   - 3-4 years
   - 5+ years

7. How many years of collective administrative and/or technical work experience do you have with tracking multiple budgets for a division, developing Request for Proposals (RFPs), Requests for Quotes (RFQs) and/or contracts? Relevant work experience must be described on your application in order for your selection to be considered.
   - Less than 1 year
   - 2-3 years
   - 3-4 years
   - 5+ years

8. How many years of collective administrative and/or technical work experience do you have with an Enterprise Resource Planning system, software implementation or migration, system administration, training and procedure documentation? Relevant work experience must be described on your application in order for your selection to be considered.
   - Less than 1 year
   - 2-3 years
   - 3-4 years
   - 5+ years

9. How many years of collective administrative and/or technical work experience do you have with hiring and payroll? Relevant work experience must be described on your application in order for your selection to be considered.
   - Less than 1 year
   - 2-3 years
   - 3-4 years
   - 5+ years

10. How many years of administrative and/or technical work experience do you have with collecting, interpreting, analyzing and reporting data? Relevant work experience must be described on your application in order for your selection to be considered.
   - Less than 1 year

- 2-3 years
- 3-4 years
- 5+ years

11. Please describe your administrative and/or technical work experience supporting the engineering, project management, procurement, or finance functions of an organization.

12. Please use this section to highlight any additional skills, experience, programs and/or tools used you would like to share that are applicable to the supplemental questions you have answered.

SELECTION PROCESS
All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. The applicant's experience and education will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.