



City of Lathrop
Administrative Technician I: \$57,423 - \$69,798 Annually
Administrative Technician II: \$63,384 - \$77,044 Annually
Level of hire is based on qualifications and experience

Closing Date: OPEN UNTIL FILLED

THE COMMUNITY

The City of Lathrop serves more than 27,000 residents and is one of Northern California's fastest growing communities. It is strategically centered between the Stockton, Manteca, and Tracy submarkets within San Joaquin County. A dynamic executive leadership team guides City staff in working cross functionally to deliver services to Lathrop's growing community. As a result of careful stewardship, the City operates in a strong and stable financial environment.

THE ORGANIZATION

The City of Lathrop incorporated in 1989 and operates in a Council-Manager form of government. The Lathrop City Council is comprised of five members, including the directly elected Mayor and four Councilmembers. This vibrant organization enjoys a strong, collaborative, and open setting. Lathrop has developed a long-range strategy to ensure a strong financial position for short and long-term stability.

THE DEPARTMENT

The Finance Department prepares utility bills, collects revenue, invests City funds, coordinates the City budget, issues financial reports, issues and administers debt, administers City procurement, processes City payroll, and pays City's invoices in accordance with fiscal policies and internal controls.



THE POSITION

The Finance Department is recruiting for an Administrative Technician I or II to perform a variety of routine and complex accounting, financial and statistical duties involving the city's purchasing and procurement process, contract management, general accounting, cashiering, accounts receivable, accounts payable, business licenses and utility billing. This position provides assistance to internal departments in the management of the City's procurement process and contract management software and other Finance Department processes.

EDUCATION AND/OR EXPERIENCE:

Administrative Technician I: A typical way of obtaining the required qualifications is to possess the equivalent of Two years of responsible procurement and contract management experience, clerical accounting experience, including financial or statistical record keeping, cashiering, accounts receivable, accounts payable, business license administration, and a high school diploma or equivalent supplemented by specialized coursework in accounting or business practices.

Administrative Technician II: In addition to the above, a bachelor's degree in accounting, business administration, finance or a related field is highly recommended.

APPLICATION REQUIREMENTS

Completion of an application and response to the supplemental questionnaire is required. Application will be considered incomplete if a response is not provided to all of the supplemental questions. A résumé and/or cover letter may be submitted, but should not be used as a substitute for proper completion of the application.

To join our dynamic team, please submit an application at: <https://www.calopps.org/city-of-lathrop>.

BENEFITS

The City of Lathrop offers an attractive benefits package, including:

Work Schedule

9/80 work schedule with every other Friday off

Healthcare

City contributes \$1,755 per month toward medical, dental, and vision insurance

CALPERS Retirement

The City participates in the CalPERS retirement system. Classic members receive 2% at 60 years (employee pays 7%). New members will receive 2% at 62 years (employee pays 6.75%,)

Social Security/Medicare

The City does not participate in Social Security, but there is a deduction for Medicare

Retiree Health

The City contributes towards retiree health to age 65, based on years of service and a vesting schedule

Holidays

12 paid holidays per year

Vacation

10 paid vacation days per year to start, increases with years of service

Section 125 Program

Voluntarily option to set aside pre-tax money for unreimbursed medical expenses and/or dependent day care expenses

Supplemental Insurance

Voluntary option to purchase additional insurance coverage

Bargaining Unit

Represented by Service Employees International Union (SEIU) 1021

ESSENTIAL FUNCTIONS

Under supervision from the Finance Manager, or designee, this position performs a variety of accounting and administrative tasks, including but not limited to:

- Prepares, reviews, and maintains a variety of documents related to the City's purchasing and procurement process, contract management, financial and statistical records involving general accounting, cashiering, accounts receivable, accounts payable, business licenses and utility billing; provides assistance to internal departments in the management of the city's procurement process and contract management software.
- Provides customer service in person and by telephone; performs cashiering duties; performs routine and complex administrative support duties, including administrative support to management staff, and other staff, in one or more departments as needed; interprets and applies policies, procedures and work methods associated with assigned duties; performs other related duties as required.
- Assists with leading a full range of city-wide procurement processes; assists in developing, implementing, and managing city contracts, agreements, procurement of goods, services and leases related to the City's purchasing and procurement process.
- Maintains all records for the City purchasing card program in accordance with administrative regulations; issues new cards; assist in setting limits for purchases; contracts issuing bank for customer service on all issues relating to the program; prepares and reconciles monthly statements; maintains records of all transactions; reviews card holders on a monthly basis to determine accuracy; and reviews records on a monthly basis for compliance with City policies.
- Identifies opportunities for operational and procurement process improvement; reviews non-contracted purchases to identify opportunities for standardization contracting and cost reduction; evaluates potential service contracts and purchases for adequate use of the City's formal and informal bidding procedures.
- Provides assistance and is responsible for systematic reporting including but not limited to contracts completed, cost savings, progress payments, and invoice audit; reconciles invoices and related documentation and prepares accounts payable for payment; inputs expenditure activity into the automated financial system; prepares and distributes forms; answers questions from departments and vendors regarding payment status for invoices.
- Expected to compose independently or from oral instructions various legal documents, including but not limited to: professional letters, agreements, service contracts, construction contracts, notices to proceed, insurance requirement forms, memorandums, procedures, inter-office communications, City Manager Reports, notices and other materials; proofreads and verifies accuracy of documents.

The City of Lathrop is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, color, sex, sexual orientation, gender, national origin, or disability.

Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. The selection process may include an oral board interview, a departmental interview, and other related components.