



City of Sebastopol

ADMINISTRATIVE TECHNICIAN

DEFINITION:

To perform a variety of technical level administrative duties in support of an assigned City department or program, which may include financial, grant, planning, building, public works, engineering, or general support of City operations; to research, collect, and analyze data and prepare draft reports; to track and report operational statistics; and to provide technical assistance to management.

DISTINGUISHING CHARACTERISTICS:

This is a single journey level class where employees within this class perform the full range of technical program support for the department to which they are assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, receive cross-training for intra-departmental assignments, and are fully aware of the operating procedures and policies of the assigned work unit.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from an assigned supervisor or manager **and may receive functional direction and training from other executive managers or professional staff when assigned by the Administrative Services Director to work on intra-departmental or intra-divisional projects.**

This position may be assigned limited supervisory responsibility over functional and technical tasks for programs or projects they administer, and may direct, provide training to, and review work of support staff assigned by the supervisor.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- 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; provide project oversight for the less complex or political projects.
- Assist with the development of Requests for Proposals and contract administration.
- Establish and maintain systems related to assigned technical area of responsibility; monitor area activities and report progress as required.
- Ensure areas of responsibility comply with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.
- Depending on assignment, perform a variety of complex and specialized accounting duties in an assigned functional area of responsibility which may include accounts payable, accounts receivable, payroll, business licenses, and/or utility billing; to function as liaison between the Finance Department, citizens, and other City departments by answering questions and solving complicated and/or sensitive problems.
- Depending on assignment, provide information and direction to the public on planning, engineering and/or building/fire inspection issues, processes and requirements; receive, review, route, process and plan check minor applications and permits.
- Depending on assignment, support engineering and public works projects and operations including contract administration; review and ensure insurance complies with City policy; maintain contract documents; and review of certified payroll.
- Depending on assignment, support human resources activities which may include onboarding of employees and tracking administrative tasks such as evaluations and training.
- Depending on assignment, prepare, distribute, and post agendas and minutes for a variety of meetings including City Council, Boards, Committees, Commissions, Authority Boards and other civic organizations; provide additional administrative support, including staffing and running public meetings, as necessary which may include the transcription of recorded or written information.

- Establish and maintain a wide variety of filing and reporting systems as necessary; develop and maintain record keeping procedures; provide relevant information to relevant parties to 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 manager 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.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- **Direct, provide training to, and review the work of support staff assigned by the supervisor, as requested.**
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player which involves flexibility, cooperation, and communication.
- 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.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Specialized and designated areas of expertise such as: budgetary and fiscal process, human resources operations, permit processing, contract administration, and local government public relations and communications.
- Principles and practices of intermediate analytical research and project coordination.
- Techniques and principles of effective interpersonal communication.
- Principles and methods of business letter and report writing.
- 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.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

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.
- 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.
- 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.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to an associate's degree from an accredited college or university with major coursework in Public Administration, Business Administration or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

Two years of progressively responsible administrative and technical support experience.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical temperature-controlled office environment subject to typical office noise and environment.