

**City of Sebastopol
Job Description**

Job Title: Administrative Technician
Labor Unit: SEIU
Division: Finance
Department: Administrative Services
Location: City Hall
Shift: Day
Reports To: Administrative Services Director
Prepared By: Ana Kwong
Approved By: City Council
Approved Date: 8/3/2021
Revisions: None
FLSA Status: Nonexempt

SUMMARY

Under general supervision, this position performs a variety of detailed and responsible technical, administrative, and confidential duties in support of an executive management or division team for assigned programs and projects. Duties include support for budget preparation and monitoring; accounting, financial, and human resources activities and processes; City Clerk activities, staff the City Council in the City Clerk's absence, and perform general program administration and research activities as required. This position may serve as the administrator of small programs and services.

DISTINGUISHING CHARACTERISTICS

This is an advanced-level administrative support classification. Incumbents exercise a high level of tact, discretion, diplomacy, and independent judgment in performing a wide variety of specialized and confidential technical and administrative work in support of various City departments. The work requires interpretation and application of policies, procedures, and regulations; involves frequent interaction with the public and others, in which the purpose and nature of the contacts vary; as well as performing various research and budgetary support functions.

This classification is distinguished from Accounting Technician in that the latter is primarily responsible for performing a variety of general accounting duties whereas the Administrative Technician performs technical and administrative duties in support of a variety of City and department programs and processes. It is distinguished from the Administrative Assistant series by the Administrative Technician's primary responsibility to provide services to the managers in the City Manager's Office, City Clerk, and Finance division and to administer small programs and services for the human resource, finance, and City executive offices.

SUPERVISION RECEIVED AND EXERCISED

This position reports to and receives general and official supervision from the Administrative Services Director 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 on, and review work of support staff assigned by the supervisor.

TYPICAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Perform a variety of responsible technical, administrative, and confidential support tasks for the Administrative Services Department, City Manager's Office, and City Clerk's Office.
- Assist in budget preparation by compiling data, monitoring, and tracking expenditures and monitoring budget allocations.
- Assist professional and management staff with the performance of studies, special projects, administrative and technical functions; provide project oversight for the less complex projects.
- Set the pay and benefit rates in the payroll system and process approved Personnel Action Forms.
- Process and review payroll data.
- Administer and participate in delivering assigned programs and services such as employee benefit, service awards and recognition, new employee orientation, and engagement programs and the resident utility billing program.
- Provide staff assistance for the City Council in support of the City Clerk's Office for regular and special meetings as required.
- Prepare, copy, collate, and distribute a variety of documents, including City Council, board, and committee agendas, summaries, minutes, packets, closed session memos, and post meeting documents.
- Assist in the preparation of and City Council reports, resolutions, and ordinances.
- Perform research to track and analyze administrative, fiscal, personnel and operational performance and issues.
- Interpret and make recommendations for the development and/or revision of departmental procedures and policies, rules, regulations, and labor agreements.
- Assist with the preparation of and administration of grants to ensure compliance with established regulations.
- Compose letters and memos using information provided by management staff.
- Schedule department employees for training programs.
- Assist in recruitment and examination activities.
- Coordinate and monitor pre-employment background investigations, medical examinations and start dates.
- Review a variety of documents for accuracy and completeness.
- Track and record cash receipts and expenditures and perform other statistical and accounting duties as assigned.
- Respond to questions and requests for assistance and information from employees, departments, and the general public.
- Assist City staff and the public at the front counter.
- Participate in special projects as assigned.
- Develop control and reporting procedures and forms.
- Perform other technical administrative tasks and administrative support duties as required.

Additional Duties:

In addition to the duties listed in the Essential Duties above, employees in this classification may perform the following duties.

- Represent the City in interdepartmental, community, and professional meetings as required.
- Prepare recommendations on a variety of municipally related subjects.
- Track and monitor completion of administrative procedures relating to industrial injuries.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of:

- Budgeting and data processing systems; personnel management, and administrative methods and techniques.
- Research and reporting methods, including sources of information, compilation, computation, and presentation of statistical, financial, and other information.
- Methods of report preparation and presentation.
- Organization, procedures, and operating details of the section(s) of assignment.
- General principles and practices of accounting and bookkeeping procedures.
- Methods and techniques to monitor and evaluate programs and projects.
- Modern office procedures, practices, and equipment, including standard automated information hardware and software, spreadsheet, and other accounting and business software.
- Basic principles of mathematics
- Principles and practices of record keeping and filing
- Methods and techniques of prioritizing work assignments
- Effective time management principles and practices.
- Principles of payroll processing, management, and reporting.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Correct English grammar, vocabulary, spelling, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Independently perform a wide variety of complex administrative, technical, and confidential duties.
- Effectively plan and coordinate the administrative work of an assigned section(s).
- Understand the organization and operation of the City and of outside agencies.
- Understand, interpret, and apply a body of technical information beyond assigned department policies and procedures.
- Identify problems or issues and develop solutions.
- Take initiative, use sound judgment, and work independently.
- Prepare and input statistical data into tables, spreadsheets, and charts.
- Review and verify the accuracy of financial data.
- Communicate clearly and accurately, both orally and in writing.
- Create and maintain complex spreadsheets used for tracking and analysis.
- Maintain confidentiality as required.
- Research, compile data, and prepare accurate financial reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Build and maintain effective working relationships with internal staff and external customers and contacts.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Attend training opportunities as deemed necessary.
- Operate common office machines including telephone, computer, fax, and copier.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

EDUCATION and EXPERIENCE

Any combination of education, experience and training that would provide the required knowledge and abilities required for this position will qualify. A typical pattern of qualifications may include: Possession of an Associate Degree with major coursework in business or public administration, finance, accounting, human resources, or closely related field, with two (2) years of progressively responsible administrative and technical program support experience, or the equivalent combination of education and experience. Experience in a municipal or other governmental environment is highly desirable.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Position requires possession of, or the ability to obtain, a valid California Driver's license.

OTHER QUALIFICATIONS, REQUIREMENTS

Ability to establish and maintain cooperative working relationships with those contacted in the course of work. May be required to work evenings and/or weekends.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Work is performed in an office environment, and the incumbent is frequently required to sit for an extended period of time. The incumbent is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch; and talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment where the noise level is usually moderate.