



Title: Administrative Technician

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to provide technical administrative support to department specific processing functions. This is accomplished by collecting, interpreting, entering, tracking and processing department specific information; responding to various inquiries by researching and reviewing department policies, coordinating and gathering information and drafting responses; typing, printing, and distributing departmental correspondence, tracking and recording information and preparing reports; copying, scanning, and faxing documents, managing databases, and administering procurement activities.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Provides technical administrative support by collecting, interpreting, entering tracking and processing department specific information; preparing, formatting, and editing department documents, developing and distributing departmental correspondence; contacting outside agencies or vendors as needed; maintaining files, records, reports, and logs related to processes; reviewing, researching, and downloading additional required information to process specific requests; providing written responses for supervisory review by researching and reviewing department policies, coordinating and gathering information, and drafting responses to various inquiries and requests related to department functions; ordering supplies, copying, scanning, faxing, or filing documents; preparing and maintaining files, records, and monthly or quarterly reports, making business travel arrangements for department staff when warranted; performing payroll and procurement activities for department; receiving and screening telephone inquiries and visitors, responding to questions and providing information.	40%
2	S	Manages departmental data by collecting, entering, tracking, and updating data into departmental database, scheduling required maintenance, conducting security back-up and recovery of databases, and designing and implementing testing routines to	30%



		identify and resolve technical issues; maintaining indexes and status reports; tracking and reporting on special assignments; utilizing application programs to chart and display information; preparing monthly and quarterly reports, gathering and summarizing information as required.	
3	S	Publicizes departmental events by developing and posting fliers, announcements, and other advertising materials for special events, coordinating preparation for events, and participating as support to department events.	10%
4	S	Prepares for internal or external meetings or training sessions by coordinating arrangements and preparing meeting materials, finalizing presentation materials, and scheduling, attending, and taking minutes of meetings; preparing information meeting packets, agendas, etc; distributing meeting agendas and minutes.	10%
5	S	Participates in special projects by establishing project tracking and review systems for assigned projects, monitoring and tracking project progress, managing materials and resources for projects, compiling data, trends, and policies, and creating reports, summaries, graphs, and other relevant project documents.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six (6) months/one (1) year of advanced study or training past the high school equivalency. Accredited community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of one (1) year of technical administrative office support experience.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among



	a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Typing Certificate verifying minimum typing speed of 50 net words per minute.

KNOWLEDGE
<ul style="list-style-type: none"> • Record keeping and filing methods • Basic statistical analysis • Methods and techniques of tracking, recording, and presenting statistical data • Practical application of computers and peripheral equipment • English grammar, punctuation, spelling, and usage • Standard office equipment operation • General methods of tactful public communication

SKILLS
<ul style="list-style-type: none"> • Intermediate word processing, spreadsheet, presentation and database software • Specialized software related to functional area.



ABILITIES

- Prioritize and deal with conflicting workload requirements.
- Handle all internal/external contacts with courtesy, diplomacy, and tact.
- Learn District and departmental operating policies and procedures.
- Learn departmental systems, methods, tasks, and procedures.
- Take accurate notes and minutes for written summary of meeting.
- Learn specific system processes related to department and job.
- Extract statistics and written information from reports and transfer to other documents.
- Communicate effectively
- Work well with others.
- Deal with difficult people and situations
- Apply customer service skills, representing the District in a positive way while working with the public
- Read, analyze, and interpret District policies, professional journals, technical publications, and government regulations



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “X”-

Sedentary	Light	Medium	Heavy	Very Heavy
X				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Communicating with co-workers; observing work site
Sitting	C	Desk work; meetings
Walking	O	To other departments/offices; around work site
Lifting	R	Supplies; files
Carrying	R	Supplies; files
Pushing/Pulling	O	File drawers; tables and chairs
Reaching	F	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone
Climbing	R	Stairs
Balancing	N	
Vision	C	Reading; computer screen; driving
Hearing	F	Communicating via telephone/radio to co-workers/public
Talking	F	Communicating via telephone/radio to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		None noted.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, electric stapler, photo identification machine, laminator, recorder/dictation machine, tape copier, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 2 below)	N/A

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.