

ADMINISTRATIVE TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical and administrative services including monitoring budgets related to capital improvement projects, public works contracts, grant programs, and assessment districts; assists the public at the front counter; processes permit applications; issues permits; prepares, maintains, and amends a variety of maps; performs a variety of tasks related to gathering, analyzing, and summarizing data; performs related duties as required.

CLASS CHARACTERISTICS

This single position class reports directly to the department director and is responsible for performing technical tasks in support of a variety of public works projects.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Performs routine administrative duties including preparation of Resolutions, reports, correspondence, and various technical documents; performs a variety of clerical and office support functions.

Coordinates process of various development activities including permits, computes and collects of fees, records Subdivisions and Parcel Maps.

Administers grant funded programs such as Transit Program, Federal in Aid Projects and CDBG; tracks program expenditures; prepares reports relating to the programs.

Performs administrative aspects of public contracts by assembling contract packages, preparing notices, letters, and reports, and coordinating input from engineers and technicians as required in execution of construction contracts under grant programs.

Prepares budget summary for projects; tracks and monitors expenditures; develops spreadsheets to demonstrate expenditures against budgeted amounts; processes purchase requisitions for projects; assists in requesting transfer of funds as needed.

Administers Assessment District Proceedings, prepares Petitions, Notices, Assessment Rolls, Resolutions, and other documents related to Assessment District Proceedings and maintains records of proceedings.

Works with various departments, outside agencies and consultants to process projects and collection of fees.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent and three years of progressively responsible experience in professional office environment including experience in a public works or public contracts related area; working with budgets and financial administration in a government context, either for the government or for a government contractor; and working with computer applications for budgeting and budget execution.

Knowledge, Skills, and Abilities

Considerable knowledge of modern office practices and procedures; State, County, and City regulations and procedures for processing and recording Subdivisions and Parcel Maps; contractor licensing laws; basic public works and building construction methods; content and form of legal descriptions; Assessment District proceedings including legal regulations, records and procedural requirements.

Ability to learn quickly, read well, and communicate effectively with the public in explaining policies, procedures, and regulations pertaining to development, construction, public works contracts, and Assessment District proceedings; interpret, with independent judgment, ordinances, regulations, and policies related to public works, engineering, and building permit activities; read and interpret engineering maps and plans, legal descriptions, standard drawings, and legal regulations; perform basic mathematical computations; maintain related files and records; understand and follow verbal and written directions; perform multiple tasks with frequent interruptions and still meet deadlines; meet the public in situations requiring diplomacy and tact; communicate effectively both orally and in writing; establish and maintain cooperative working relationships; use a computer and a variety of software programs.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record, may be required for some assignments.

PHYSICAL PROFILE: I,4,Y,12

ADMINTECH.SPC