

Class Title: Administrative Technician

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs a variety of administrative, human resources, financial and budgetary duties. Assists with safety and emergency planning. Coordinates and promotes events and establishes details for set-up objectives. Ensures quality control for all data entered into a computerized work management system. Performs related duties as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs administrative duties by entering work orders, scanning documents, updating information in the system, designing and implementing work schedules, reviewing and submitting attendance reports, contacting vendors, researching data to resolve complaints, providing information packets to citizens, processing and maintaining files and permits, receiving mail, processing and composing correspondence, coordinating travel arrangements, typing documents, ordering office supplies, compiling travel expense reports, greeting visitors and answering telephone inquiries.
2	S	Performs financial and budgetary duties by updating contracts and purchase orders, preparing receipts, gathering information for audits, researching and resolving discrepancies concerning invoices, compiling reports, monitoring expenditures and revenues, determining the monetary requirements needed for the fiscal year, generating reports, posting payments to the billing system, collecting and analyzing budget information, assembling budget documents, performing calculations associated with payroll, vouchers and other documents, monitoring and reconciling accounts, posting data to accounts, maintaining logs, files and records, entering data into the system, preparing requisitions and vouchers, monitoring and restocking office supplies, maintaining petty cash account, preparing billings and sending vouchers for payment.
3	S	Performs human resource duties by preparing and submitting personnel requisitions, serving on interview panels, processing new hires, overseeing open enrollment and disability management, obtaining and keeping track of parking permits for employees, keeping work records, preparing requests and keeping leave records, performing time entry for payroll, posting job vacancies to the city's internal computer system, setting appointments for interviews and preparing paperwork for new hires, promotions, terminations and family status changes.
4	S	Assists with safety and emergency planning by conducting fire and tornado drills, consulting with police and security guards, requesting security cards and keys for the staff and conducting spot checks for facility repairs.

CSC Adopted: October 2001, CSC Revised: January 2019

Physical Strength Code		ESSENTIAL FUNCTIONS
5	S	Coordinates and promotes events and establishes details for set-up objectives by accepting and processing applications for space usage, responding to supply and maintenance requests, addressing maintenance needs, assessing group size and set-ups and providing the requested audio-visual equipment and assisting the community, the department, and civic leaders with meetings and events.
6	S	Performs related duties by supervising brochure production and distribution, training personnel, providing work assignments, ensuring that policies and procedures are followed and providing assistance to personnel as needed.
7	L	Performs emergency weather recovery by providing clerical and administrative support in the removal operations for ice, snow, and storm debris.

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years clerical experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read correspondence and budget material.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence.
Managerial	N/A
Budget Responsibility	Assists with collecting and analyzing information and assembling budget documents.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
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, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	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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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Copier, fax machine, filing, mail and memo distribution
Sitting	C	Computer, desk work, meetings, training classes, driving
Walking	C	Copier, inter-office, to/from buildings
Lifting	O	Office supplies, files, binders, paper
Carrying	C	Office supplies, files, binders, paper
Pushing/Pulling	F	File cabinet, chairs
Reaching	F	Overhead cabinets, office supplies, files, binders
Handling	C	Office supplies, files, binders, paper
Fine Dexterity	C	Computer keyboard, calculator, typewriter, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	O	Retrieving items from floor or lower shelves
Twisting	N	
Climbing	O	Stairs
Balancing	N	
Vision	C	Computer, desk work, filing, reading, writing, driving
Hearing	C	Telephone, co-workers, staff, meetings, training classes
Talking	C	Telephone, co-workers, staff, meetings, training classes
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, fax machine, copy machine, telephone, calculator, AFIN, Departmental Budget Request System, Internet, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	M	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	M	Warehouse	--
Electrical Hazards	N	Noise and Vibration	N	Shop	--
Fire Hazards	N	Fumes and Odors	N	Vehicle	--
Explosives	N	Wetness/Humidity	N	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	--
Physical Danger or Abuse	N				
Other (see 1 below)	N				

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)