

## CITY OF COVINA

### SENIOR ADMINISTRATIVE TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under direction, performs highly responsible, complex clerical and administrative support tasks and duties for one or more department heads or division managers; provides office management for the department, including coordinating department personnel, budget and training functions; assists the public by providing information and customer service; gathers data and keeps necessary reports and files to support function; may train and supervise subordinate clerical personnel; assists with a variety of reports; maintains records and other documents, including developing filing systems for record storage and retrieval; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Senior Administrative Technician** is the advanced journey level class in which incumbents are expected to independently perform the full scope of complex clerical and administrative work in support of the assigned division or department. Incumbents perform a full range of office and administrative support duties, including coordinating department personnel, budget, and training functions and preparing reports, project management documentation, agenda materials, resolutions, and ordinances. This classification is distinguished from the next lower classification of Administrative Technician in that the latter performs the less complex administrative and clerical duties in support of an assigned division or department.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from a department head and/or division manager. May exercise technical and functional supervision over assigned staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs highly complex office, clerical and administrative support tasks and duties for one or more department heads, division managers, or other staff.
- Provides office management for the department, including coordinating department personnel, preparing and coordinating budgets, and training functions, including customer service, processing invoices, overseeing payroll, monitoring the Department budget, collecting budgetary information and making recommendations, project accounting, and accounts payable.
- Depending on area of assignment provides customer service by helping residents and contractors at the counter and on the phone; processes permits, coordinates budget; project accounting; inputs

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various automated systems, including payroll purchasing and budgets using the City's IFAS software programs; manages the online application process for several federal and state grants; monitors Capital Improvement Projects.

- Participates and coordinates personnel functions; maintains personnel records; assists in the recruitment process for the Department by processing the required forms for hiring lists, meeting with candidates to explain the process, may notarize signatures, and requests copies of various documents etc.
- Researches, compiles and organizes data for a variety of projects or reports, which depending on the area of assignment includes biweekly, monthly and annual reports.
- Attends various commission and committee meetings as assigned; assists with and prepares agenda packets, and minutes for various meetings; may act as Secretary for boards or commissions, such as the Traffic Advisory Commission and the Parking Board.
- Demonstrates an understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as appropriate; receives visitors and telephone calls, directing them to the appropriate information source; represents the City to all callers and visitors in a professional and customer friendly manner.
- Uses computers to enter, prepare and proofread drafts, labels, forms, envelopes, and a variety of documents, including general correspondence, reports, memos, press releases, advertisements, and fliers from rough drafts or verbal instructions; may operate other automated office equipment; types drafts and a wide variety of finished documents.
- Performs a variety of research as required; updates and maintains statistical information related to assigned function; sorts, screens and distributes mail; creates, updates and maintains department files; maintains departmental supplies; schedules meetings; compiles and maintains records and prepares reports.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Administrative Technician**. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma, and five years experience performing clerical support work.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge to:**

Standard office and administrative policies and procedures; City codes and ordinances; depending on assignment, knowledge of accounting, clerical, construction, legal, and computer terminology may be required; basic principles of mathematics; applicable federal, state, and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Provide general clerical support to one or more department heads or managers; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; read, understand and explain plans, maps, aerial photos, drawing, reports, applications, construction documents, and specifications; learn the policies, procedures and guidelines of the department to which assigned in a timely manner; maintain accurate office files; compose correspondence or documents; meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate standard office equipment, including a computer and variety of word processing and software applications.