



## Administrative Technician Job Description

<b>Position:</b>	Administrative Technician
<b>Department:</b>	Administration
<b>Wage Range:</b>	Range 18: \$24.91 – \$31.11
<b>Reports to:</b>	Administrative Specialist or Administrative Manager
<b>Status:</b>	Full-time. Hourly.
<b>Benefits:</b>	CalPERS pension, health, vision, dental, life insurance, and several options for supplemental employee-paid investments.

### **SUMMARY:**

This position is responsible for general administrative support, including accounts payable, accounts receivable, payroll, travel and training scheduling, and customer service. The position also assists with a variety of tasks including board meeting preparation, human resources, grants management, budgeting, policies and procedures, public outreach, event planning, and special projects.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Support the Administrative Specialist and Administrative Manager with human resources functions, including recruitment, onboarding, fielding employee questions, administering employee safety and training program, and working with outside human resources consultants.
- Responsible for accounts payable, accounts receivable, and payroll, which includes processing invoices and purchase orders, obtaining signatures and approvals, reconciliation, banking, preparing and distributing checks, and maintaining files in an organized manner.
- Provide administrative support to the General Manager, Administrative Manager, and Operations Managers, including scheduling meetings, calendar management, and correspondence.
- Prepare and present materials for Board of Directors meetings, including writing Board memos, compiling attachments, and presentations, as directed.
- Assist with grants management, including monitoring grant opportunities, writing applications, contract executions, preparing reports, financial tracking, and closeout paperwork.

- Administer and track the Authority's Safety and Training Program using Vector Solution and other tools, including assigning trainings and keeping training records up to date.
- As directed, file regulatory documents with local, state, and federal regulatory agencies to maintain compliance and meet deadlines.
- Maintain and update the Authority's website, including making blog posts, posting agendas, updating information, and working with outside website support consultants.
- Update and monitor the Authority's social media accounts, including making weekly posts and interacting with the public as needed.
- Public education and outreach, including event planning, public meetings, organizing tours, and classroom presentations.
- Assist with training registration and travel scheduling for Utica staff.
- Order materials, supplies, and services, for Utica staff members, as needed.

**ADDITIONAL RELATED DUTIES:**

- Maintain current knowledge of laws, regulations, practices, current and upcoming legislation that may affect the operation of the Authority, with support from outside consultants.
- Crosstrain with colleagues in the Administration Department in order to provide backup.
- Assist with the development of Authority policies and procedures.
- Assist with the preparation and maintenance of the Authority's annual budget.
- Other projects and tasks as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Principles and practices of governmental and utility accounting and financial management, including payroll, general ledger.
- Office administration, including customer service, workflow management, filing, office etiquette.
- Principles and practices of budget preparation and administration in the public sector.
- Pertinent local, State and Federal laws, rules and regulations.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs, including Word, Excel, and PowerPoint.
- Google Workspace (Gmail, Google Calendar, Google Chat, Google Photos, Google Drive, etc.)
- QuickBooks Online, QuickBooks Time, Asana, Adobe Acrobat, Smartsheet, and ability to learn other software programs used by the Authority.
- Standard business practices such as letter writing, report writing, preparing informational materials.

- English language usage, spelling, grammar, and punctuation with minimal errors.
- Principles, practices, methods, and procedures utilized in human resource and payroll administration, including pertinent local, state, federal and CalPERS laws and regulations relevant to public sector personnel administration and laws governing wage and hour calculations, tax deductions, and related payroll issues.

**Ability to:**

- Follow directions from management, perform a variety of routine and complex clerical duties, including answering telephones, responding to emails, using proper etiquette, filing, picking up and dropping off mail, preparing multiple mailings and other duties as assigned.
- Plan, coordinate, and prioritize multiple tasks by importance, manage time efficiently, meet deadlines, and complete projects with accuracy, thoroughness, and attention to detail.
- Handle stressful situations in a calm, professional, and collected manner, work well under deadline pressure, and function efficiently in a fast-paced environment with limited supervision.
- Function as a team player, be detail oriented, and demonstrate effective people skills while interacting with other Utica staff, Utica Board members, and the public.
- Type at least 40 words per minute with minimal errors.
- Read, understand, and carry out written and oral directions in a clear, concise, and consistent manner.
- Interpret, understand, and follow Authority policies, procedures, rules, and regulations.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Effectively present information to managers, public groups, the Board of Directors, and other elected officials.
- Prepare, edit, proofread, and maintain routine, confidential, technical, and statistical correspondence, records, and reports.
- Work effectively with other departments and colleagues at all levels of the organization.
- Proficiently use computers and software programs necessary for the effective operation of the Authority, including the Microsoft Office Suite and Google Workspace apps.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine.
- Communicate clearly and concisely both orally and in writing with management, coworkers, consultants, and the public in one-to-one and group settings.
- Maintain a high level of confidentiality with discretionary knowledge in a professional setting.

**EDUCATION / EXPERIENCE:**

- High school graduate or equivalent is required.
- Associate's degree or college coursework is desirable.
- Two-to-five years of combined training and experience in public utility administration, clerical, business administration, or a related field is preferable.
- Experience working in a public water and/or power agency is highly desirable, but not required.

**LANGUAGE SKILLS:**

- Ability to read, understand and interpret common financial reports, operating and maintenance instructions, and procedure manuals.
- Ability to respond professionally to Board members, customers, coworkers, regulatory agencies, and members of the public.
- Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS:**

- Ability to calculate figures and amounts such as ratios, percentages, conversions, discounts, and interest, and write and understand formulas in Excel and accounting programs.

**REASONING ABILITY:**

- Ability to follow instructions and accurately perform tasks as directed by management.
- Ability to use critical thinking to solve practical problems and troubleshoot challenging situations as required.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid California driver's license.

**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.

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear.
- The employee frequently is required to reach with hands and arms.
- The employee is regularly required to stand, stoop, and walk.
- The employee may be required to lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision and distance vision.

**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.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and to moving mechanical parts. The noise level in the work environment is usually moderate and occasionally loud.

**ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification by my supervisor with or without notice. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_