

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 1470
Approved by C.S.B.
April 4, 2007

ADMINISTRATIVE TECHNICIAN I

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DEFINITION

Under direction performs entry level technical work involved in the development, coordination and execution of administrative operational activities of assigned specialized areas; performs other related work as required.

DISTINGUISHING FEATURES

Positions allocated to this class are assigned to designated specializations such as payroll, human resources, legal services, risk management, crime analysis, and development services financial transactions. They perform entry level technical work involved in administrative operations. Incumbents receive direct supervision from higher level personnel, and may provide lead direction to clerical employees. Work in the class is closely monitored with detailed instructions given, particularly during earlier stages of employment; as the incumbent becomes more capable, works with a higher degree of independence. Work in the class is distinguished from that of secretarial and clerical classes in that it is highly technical and specialized. Certification of eligibility will be issued according to designated specialization and is not transferable to other specializations. Actual responsibilities will vary according to assigned specialization.

EXAMPLES OF DUTIES

1. Performs a variety of technical and administrative tasks involving the operation of assigned functional area/s; reviews work to ensure compliance with policy, standards and established procedures; participates in establishing procedures and forms and in developing and maintaining procedural manuals; coordinates and performs related statistical and clerical work, including typing, word processing, and data entry.
2. Monitors operational schedules and methods.
3. Coordinates assigned administrative activities.
4. Establishes and maintains various records and complex record keeping systems, including specialized technical computer applications.
5. Conducts various audits, verifies data and information, and researches discrepancies.
6. Performs complex computations.
7. Operates a variety of machines and equipment; performs technical staff work pertaining to the operation and maintenance of specialized equipment.
8. May assist in providing staff support to various boards and commissions; compiles agendas and assembles minutes and reports.
9. Gathers, tabulates and analyzes data; may research and prepare various reports, statements and/or logs.
10. Participates in the day-to-day administration of assigned activities; may provide technical information; participates in establishing schedules, methods and procedures; implements established policies and procedures.
11. Provides lead direction and coordinates the work of assigned staff to ensure effective operation of assigned functional area/s.

Examples of Specialization

1. Setting up payroll controls; computing and entering payroll related information; determining cost allocations and payroll taxes; calculating wage assignments; preparing exception reports.
2. Coordinating various human resources activities including salary administration, compensation, labor relations, employment recruitment and testing, general benefits administration, health and welfare benefits administration, and mandated reporting.
3. Coordinating and executing various risk management activities as well as administration of workers' compensation; overseeing and monitoring functions of the third-party administrator in the medical management of workers' compensation cases; integrating employee workers' compensation payments and use of leave banks; and overseeing and coordinating case disposition, including modified duty and return to work plans.
4. Coordinating the compilation, monitoring, manipulation, and distribution of statistical crime, offender and demographic data for administrative, investigative and patrol tactical use.
5. Coordinating administration of various legal services and activities including legal and court document preparation; calendaring functions and litigation status; legal office budget development and administration; legal records management and law library maintenance.
6. Coordinating administration of various development services financial transaction functions and activities including leasing, tax increment financing bond indentures, and development disposition agreements.
7. Technical functions involved in a wide range of departments and services.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school supplemented by specialized training and education related to assigned area/s of specialization.

Experience: Two years of administrative support experience, preferably in fields related to assigned area/s of specialization and/or in a public agency.

Knowledge

Knowledge of the management practices in public administration, including principles of organization and administration; modern office operations and administrative techniques; modern office equipment and designated specialized equipment. Knowledge of applicable computer software and operating programs is desirable.

Ability

Ability to effectively perform assigned specialized entry level technical work; provide specialized technical information; perform technical and statistical work with speed and accuracy; operate a variety of modern office equipment including calculators and computers; maintain and utilize designated specialized computer software and operating systems; interpret and apply established City policies and governmental guidelines and regulations; interpret and analyze information; prepare complex statistical and computerized reports; use initiative and exercise independent judgment; deal with complex and confidential information; establish and maintain accurate records; acquire and maintain level of knowledge required for satisfactory job performance; communicate effectively; establish, maintain, and promote positive and effective working relationships with employees, other agencies, and the public; demonstrate an enthusiastic, resourceful, and effective customer service attitude.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.