

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 1465
Approved by C.S.B.
April 4, 2007

ADMINISTRATIVE TECHNICIAN II

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DEFINITION

Under general direction performs journey level para-professional and 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 journey level technical work involved in administrative operations and generally serve as a functional area coordinator. Incumbents receive general supervision from higher level management, and may provide lead direction to a group of clerical employees. Work in the class is distinguished from that of higher classes in that it is of a more well-defined nature. 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 and coordinates functional area activities; reviews work to ensure compliance with policy, standards and established procedures; establishes procedures and forms and develops and maintains procedural manuals; coordinates and performs related statistical and clerical work, including typing, word processing, and data entry.
2. Coordinates assigned administrative activities.
3. Identifies, establishes, and implements operational schedules and methods.
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 and software applications.
8. May assist in providing staff support to various boards and commissions; compiles agendas and assembles minutes and reports.
9. Researches and prepares a variety of reports, statements and /or logs.
10. Provides technical information and instruction regarding applicable procedures and methods; may conduct or coordinate in-service training; maintains knowledge of applicable laws and procedures; interprets and explains rules and regulations; answers questions and resolves problems or complaints.
11. May recommend and participate in the implementation of goals and objectives; establishes schedules, methods and procedures; implements established policies and procedures.
12. Provides lead direction to ensure effective operation of assigned functional area/s; plans, assigns, performs, oversees and reviews related work.
13. May supervise and train assigned staff.

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: Three years of administrative support experience at least one of which shall have been in fields directly related to assigned area/s of specialization, preferably with a public agency.

Knowledge

Knowledge of the principles and practices of assigned specialization and of public administration; appropriate laws, rules and regulations; modern office equipment and designated specialized equipment including applicable computer software and operating programs.

Ability

Ability to effectively perform assigned specialized journey level paraprofessional and technical work; coordinate and perform administrative operational activities of assigned functional areas; provide specialized technical information and instruction; 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; 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; supervise and train assigned staff.

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.