

CITY OF FONTANA ADMINISTRATIVE TECHNICIAN

DEFINITION: Under supervision performs a variety of responsible and complex administrative and financial duties in support of an assigned department.

EXAMPLES OF DUTIES: The Administrative Technician is the journey level classification within the Administrative series and has the responsibility to participate and assist in the administration of a department or division. Areas of responsibility include but are not limited to: processing of financial records, vendor records and cash management, compilation of financial and statistical data, conducting surveys, conducting vendor bids, preparing reports, managing departmental personnel records and actions, preparing and managing contract documents and participating in special projects, studies and presentations. May exercise functional and technical supervision over subordinate personnel.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Perform administrative duties within an assigned department.
- Review, research, summarize and track a variety of fiscal, statistical and administrative information, plans or projects; assist in the preparation of annual, quarterly or administrative reports.
- Develop and revise forms and report formats.
- Participate in conducting surveys and studies by gathering, compiling, tabulating and reporting data.
- Prepare, process and monitor administrative documents including permits, bonds, insurance and personnel actions.
- Answer questions and provide information to the public, contractors and vendors; assist in the investigation of complaints and recommend corrective action as necessary to resolve complaints.
- Assist in the coordination and monitoring of the Department budget; compile annual budget requests, recommend expenditure requests for designated accounts, prepare revenue projections and monitor approved budget accounts.
- Prepare and process invoices, obtain vendor bids, maintain files and input data.
- Operate a variety of office equipment particularly computer equipment for the purpose of inputting and retrieving data and text, including spreadsheets and data bases.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, repeated twisting and turning of upper body, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand

movement and fine coordination in preparing statistical reports and using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Basic principles and practices of fiscal, statistical and administrative research and report preparation.
- Principles and procedures of record keeping and reporting.
- Business correspondence composure and basic report preparation.
- Research and survey techniques.
- Business English and mathematics.
- Modern office procedures, methods and computer equipment; spreadsheet, data base and word processing software.

Experience: Two (2) years of increasingly responsible journey level clerical, financial and administrative experience.

Education: High School Diploma or GED, supplemented by college level course work in business/public administration, finance or accounting.

Licenses and/or Certifications: Possession of, and continuously throughout employment, a valid CA Drivers License.