

ADMINISTRATIVE TECHNICIAN

DEFINITION

Under general supervision, performs technical office administrative support work; performs technical duties in their assigned department; may provide secretarial support for the assigned operational unit; may assist higher-level administrative staff with the more complex projects and assignments.

DISTINGUISHING CHARACTERISTICS

This is the first technical level class in the administrative support series within the Yosemite Community College District (YCCD). Incumbents perform technical duties in support of department administrative and operational activities. Incumbents utilize technical knowledge of specialized subject areas to make decisions and complete assignments. Positions at this level may be assigned to various divisions or work units within YCCD. Work may be performed independently or as part of an administrative support team.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under general supervision, working alone on routine or regular work assignments and checking with a supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of student employees on a project or assignment basis.

ESSENTIAL DUTIES

- Coordinates and performs technical administrative support work of office operations within an assigned work unit.
- Assists in technical administrative activities pertaining to various programs and events; advises groups regarding proper procedures and administrative requirements; helps with publicity and other preparatory activities; monitors programs for compliance with established requirements.
- Serves as a technical resource to others regarding areas of specialty; explains and interprets policies, regulations and operational procedures to persons contacting the office such as faculty, students, staff and the general public; participates in outreach programs and activities.
- Performs technical research on internal and external data, methods, mechanisms and processes; develops and runs computerized queries; tabulates and summarizes data; identifies trends and concerns; prepares routine summary reports.
- Enters, maintains, tracks, evaluates and presents technical data maintained in manual and/or automated systems.
- Assists with preparing and maintaining budgets for assigned functions. Prepares quotes, bids and purchase requisitions; receives and processes invoices and forwards for payment.

- Establishes and maintains technical file and record systems.
- Responds to various inquiries and correspondence; prepares information and data requested for administrative review; may develop and prepare newsletters, visual presentations, flyers, and graphic materials; may update web pages.
- Attends meetings; may participate on committees and/or task forces.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Possession of a High School Diploma.
- Experience: Two years of clerical and/or technical office administrative experience.

Special Requirements:

- None

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Technical administrative operations, procedures and processes.
- Laws, codes and requirements governing operations of department to which assigned.
- Principles and practices of organization and administration, budget preparation and fiscal record keeping, supervision and training, and personnel administration.
- Standard office methods, forms, and equipment.

Ability to:

- Understand and apply laws, regulations, policies and requirements.
- Perform technical administrative activities related to budget/fiscal matters, personnel, purchasing and office management.
- Prepare and maintain accurate data and narrative information.

- Initiate and complete work assignments with limited supervision, exercising sound independent judgment within policy guidelines.
- Recognize administrative problems and initiate effective solutions.
- Operate computer hardware and software applications.
- Prepare and maintain accurate records, reports and program documentation.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Licenses and Certificates:

- Depending upon assignment, possession of a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.