

City of La Quinta
CLASS SPECIFICATION
Administrative Technician

CLASS SERIES	BAND/GRADE/SUBGRADE	FLSA STATUS
Administrative	B21 – B22	NE

CLASS SUMMARY:

This class is the second level in a two-level Administrative series. Incumbents are devoted to advanced, specialized administrative support for internal and/or external customers.

DISTINGUISHING CHARACTERISTICS:

Incumbents require a broad knowledge of the organization and/or provide specific support for functions that require administration or coordination with all employees of the City, not just those in a specific department.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Provides administrative support, such as maintaining department and employee schedules, coordinating meetings and agendas, making travel arrangements, editing and preparing newsletters, brochures and basic reports, researching basic information and providing related support.

Assists with coordinating department and/or management activities, such as tracking work and change orders and project schedules, relaying communications, researching information and providing related support.

Compiles, formats and proofs complex documents, reports and other written materials such as meeting agendas, meeting minutes, meeting summaries and legal or other specific correspondence.

Performs financial related activities such as advanced bookkeeping or cashiering functions, contract administration and budget and expenditure tracking.

May serve as lead to staff to include assigning and monitoring work and providing direction.

Performs other duties of a similar nature and level as assigned.

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to **Administrative Technician (Facilities)** may also be responsible for:

- Providing administrative support to the Facilities Department, such as scheduling, copying, filing, etc.;
- Providing assistance for the processing of all Records Requests requiring Facilities information;
- Managing all Facilities Department files, including filing, archiving, and destruction of such, as well as processing on-going archiving and scanning projects;
- Managing all department related records;
- Assisting with the processing and monitoring of department related agreements;
- Performing accounting support functions, such as supply ordering, monitoring budget and contract expenditures, reviewing and processing invoices, and resolving discrepancies.

City of La Quinta
CLASS SPECIFICATION
Administrative Technician

Positions assigned to **Administrative Technician (Community Resources Department)** may also be responsible for:

- Processing contracts and invoices for multiple departments;
- Processing Information Technology support requests;
- Preparing and routing contracts through the City processes;
- Developing administrative systems and processes to support internal operations of department;
- Maintaining inventory of assets and develop replacement schedules; and
- Tracking contract expenses to budgets through regular reports.

Positions assigned to **Executive Assistant (Design and Development)** may also be responsible for:

- Providing administrative support to the Planning Commission, Architecture & Landscape Review Committee, and Historic Preservation Commission, including the preparation of agendas and taking of meeting minutes;
- Providing administrative support to the Design and Development Department, such as City Council staff reports, assisting with contract management and management of department budget;
- Employing discretion and independent judgment, as actions can have significant effect upon Department and City operations; and
- Performing supervisory duties for subordinates including assigning, reviewing and planning work and writing performance evaluations.

TRAINING AND EXPERIENCE:

High School Diploma or GED and three (3) years office or customer service experience. As assigned, a minimum of three to five years' experience with increasingly advanced writing projects, including report writing, speeches, newsletters and other publications, with heavy emphasis on editing. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. As assigned, must be able to attend occasional evening meetings.

LICENSING/CERTIFICATIONS:

Valid Class C California Driver's License.

KNOWLEDGE OF:

- Modern office procedures and administrative support methods;
- Modern office equipment;
- Proper English usage, grammar and punctuation;
- Customer service principles;
- Basic budgetary principles;
- Meeting coordination, agenda development, minute taking and preparation;
- Lead work principles, as assigned; and
- City policies, rules and regulations, operations, procedures and precedents of assignment.

City of La Quinta
CLASS SPECIFICATION
Administrative Technician

SKILL IN:

- Tact, diplomacy and customer service;
- Use of independent judgment in a variety of situations;
- Reading and interpreting reference books, manuals, policies and procedures;
- Accurately proofreading, filing and word-processing;
- Mathematical computations used in business;
- Taking minutes and summarizing meetings;
- Tracking budgets and project timelines/deadlines;
- Operating a computer and relevant software applications;
- Operating modern office equipment;
- Prioritizing and assigning work;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction; and
- Some positions may require skill working with legal or industry specific terminology and/or providing supervision, direction, coaching and evaluation of subordinates.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: standing, walking, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates, a Division of Gallagher Benefit Services (DT) (1/2014)
Revised by City of La Quinta (1/2016)