

CITY OF LATHROP

ADMINISTRATIVE TECHNICIAN I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a variety of routine and complex accounting, financial and statistical duties involving the city's purchasing and procurement process, contract management, general accounting, cashiering, accounts receivable, accounts payable, business licenses and utility billing; provides assistance to internal departments in the management of the City's procurement process and contract management software and other Finance Department processes.

DISTINGUISHING CHARACTERISTICS:

Administrative Technician I

The **Administrative Technician I** is the entry level class in the para-professional Administrative Technician series that allows the incumbent to develop advanced journey level knowledge and abilities. Initially, under immediate supervision incumbents perform the more routine and less complex assignments within an established procedural framework where there is minimal consequences of error, including the City's purchasing and procurement process, contract management, general accounting and administrative support duties that does not require previous specialized experience. This classification is alternatively staffed with Administrative Technician II and incumbent may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Administrative Technician II

The **Administrative Technician II** is an advanced journey-level class in the Administrative Technician series. Incumbents are expected to independently perform the full scope of assigned duties related to the City's purchasing and procurement process, contract management, general accounting, and administrative support duties. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions, and the availability of supervision when required. This classification is distinguished from the next higher classification of Management Analyst I/II in that the latter is a professional level class responsible for the more complex and difficult technical duties within the Department.

SUPERVISION EXERCISED/RECEIVED:

Administrative Technician I

Receives immediate supervision from the Finance Manager, or designee. Incumbents in this class do not routinely exercise supervision.

Administrative Technician II

Receives general supervision from the Finance Manager, or designee. May exercise technical and functional supervision over lower level staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Prepares, reviews, and maintains a variety of documents related to the City's purchasing and procurement process, contract management, financial and statistical records involving general accounting, cashiering, accounts receivable, accounts payable, business licenses and utility billing; provides assistance to internal departments in the management of the city's procurement process and contract management software; provides customer service in person and by telephone; performs cashiering duties; performs routine and complex administrative support duties, including administrative support to management staff, and other staff, in one or more departments as needed; interprets and applies policies, procedures and work methods associated with assigned duties; performs other related duties as required
- Assists with leading a full range of city-wide procurement processes; assists in developing, implementing, and managing city contracts, agreements, procurement of goods, services and leases related to the City's purchasing and procurement process.
- Investigates, develops and promotes the use of progressive supply chain tools and technologies to accomplish procurement objectives and assure conformance with applicable local, state and federal laws.
- Maintains all records for the City purchasing card program in accordance with administrative regulations; issues new cards; assist in setting limits for purchases; contracts issuing bank for customer service on all issues relating to the program; prepares and reconciles monthly statements; maintains records of all transactions; reviews card holders on a monthly basis to determine accuracy; and reviews records on a monthly basis for compliance with City policies.
- Assists in developing and fostering successful, long-term business relationships and ongoing process improvements with key suppliers, vendors, contractors, consultants, developers and local stakeholders.
- Identifies opportunities for operational and procurement process improvement; reviews non-contracted purchases to identify opportunities for standardization contracting and cost reduction; evaluates potential service contracts and purchases for adequate use of the City's formal and informal bidding procedures.
- Assists with the review of contract and agreement documentation recommended for City Manager or City Council approval; facilitates approval prioritization and proper use of City's purchasing and procurement process.
- Provides assistance and is responsible for systematic reporting including but not limited to contracts completed, cost savings, progress payments, and invoice audit; reconciles invoices and related documentation and prepares accounts payable for payment; inputs expenditure activity into the automated financial system; prepares and distributes forms; answers questions from departments and vendors regarding payment status for invoices.
- Expected to compose independently or from oral instructions various legal documents, including but not limited to: professional letters, agreements, service contracts, construction contracts, notices to proceed, insurance requirement forms, memorandums, procedures, inter-office communications, City Manager Reports, notices and other materials; proofreads and verifies accuracy of documents.

- May assist the front counter staff in serving the public, answering questions and processing requests; responding to inquiries from employees, customers and others; refers the public, when necessary, to appropriate persons; may receive payments and issue receipts; performs data entry and posts receipts to various City accounts and funds; operates cash register; prepares accounts receivable billings and reconciliation; verifies incoming revenue from various City departments and other agencies.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, 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 data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities and skills necessary for an **Administrative Technician I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Administrative Technician I

Two years of responsible procurement and contract management experience, clerical accounting experience, including financial or statistical record keeping, cashiering, accounts receivable, accounts payable, business license administration, and a high school diploma or equivalent supplemented by specialized coursework in accounting or business practices.

Administrative Technician II

In addition to the above, a bachelor's degree in accounting, business administration, finance or a related field is highly recommended.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles and practices of financial record keeping, report writing, bookkeeping and basic governmental accounting, including accounts receivable, accounts payable, cashiering and utility billing; computer operations and databases; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Prepare, maintain and reconcile various financial, accounting and statistical records; keep accurate records; perform the City's utility billing and related functions; perform cashiering duties accurately; respond to questions from the public and City personnel regarding policies and procedures for assigned areas; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze issues, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and software applications, including billing and financial systems.

HISTORICAL DATA

Adopted: March 9, 2020 by Resolution: 20-4694

FLSA Status: non-exempt

Bargaining Unit: SEIU