

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Administrative Technician

DEFINITION

Under general supervision performs a variety of highly responsible, complex and confidential administrative support functions for an assigned department; provides technical and administrative support in the preparation of correspondence, reports and other documentation; and assists with day-to-day administrative functions.

DISTINGUISHING CHARACTERISTICS

This is a technical journey level classification where employees within this class perform the full range of duties as assigned, including organizing and coordinating administrative support functions within an assigned department; to compile and track a variety of operational data; and to maintain departmental records and files. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor or manager. May receive technical and functional supervision from other assigned lead. May exercise technical and functional supervision over assigned staff.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

All Assignments:

Performs a wide variety of highly responsible, complex and sensitive duties in support of the administration of a department.

May assist with the preparation of Board agenda items.

May assist with the Request for Proposal/Request for Qualifications process, including developing and maintaining project files and ensuring collection of required documents.

May research, compile, and track a variety of operational data and use said data for special projects and in the preparation of comprehensive reports.

Develop, maintain and archive a variety of files and records for information related to a department; maintain manuals and update resource materials.

Responds to calls and visitors; responds to requests for information and assistance; resolves customer concerns and complaints; interacts with other departments, the public and outside agencies in support of department operations.

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Interprets and applies District policies, procedures, and administrative directives, may prepare and revise various operating procedures and develop and revise department forms, as needed. Communicates laws and regulations in response to inquiries or complaints; refers inquiries as appropriate. May assist in the negotiation and development of various agreements.

Prepares, distributes, and posts agendas and minutes for a variety of meetings, including committees, commissions, and other civic organizations; provides additional administrative support, as necessary, which may include the transcription of recorded or written information.

Maintains liaison with District departments and staff, officials and staff of other agencies, and the public to obtain and relay information and coordinate activities.

Evaluates new and existing legal, administrative and other requirements as they pertain to administrative operations; drafts policies and procedures to ensure compliance and overall effectiveness of staff operations.

May track required training; register employees for training and maintain records of training provided and attended.

Sorts and distributes time sensitive or confidential mail for follow-up as necessary; independently responds to letters, electronic communication and general correspondence on behalf of the department.

Coordinates and makes travel arrangements for department personnel; maintains appointment schedules and calendars; coordinates meetings with other District departments and divisions and outside agencies; organizes and arranges meetings, conferences and related functions.

Represent the department at staff and administrative meetings, committees, and related meetings.

Develops, maintains and archives a variety of files and records for information related to the assigned department; maintains manuals and updates resource materials.

Evaluates, develops, implements and maintains systems and procedures for the efficient operation of assigned area, including recommendations for procedural changes affecting staff.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; tracks and processes purchase orders and invoices for payments.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

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When assigned to Hydro:

Operates SCADA system to monitor and control water delivery system related to the District's Project 184; contacts field personnel to verify and resolve unusual readings; notifies manager of unusual water flow.

Monitors Camp 5 radio communications; serves as dispatcher and contacts appropriate staff to respond to issues.

Interacts with District's Emergency Operations Center (EOC), field operations personnel and County communications personnel to resolve emergency flood control situations during periods of heavy rain or dam failure.

Assists with planning, organizing and obtaining equipment and materials; executes standard transactions related to fiscal, purchasing, and receiving; requisitions, inventories, stores and maintains supplies, materials and equipment.

QUALIFICATIONS

Knowledge of:

Business English. Letter writing formats and technical report preparation. The organization and operation of a public agency. Modern office management practices and procedures including filing system management and the operation of a wide variety of office equipment and computer software, including database management practices and spreadsheet applications. Principles and procedures of fiscal and statistical record keeping. Principles and practices of document maintenance and the development and maintenance of electronic and manual document filing and retrieval systems. Applicable Federal, State, and local laws, codes, programs and regulations.

Skill/Ability to:

Perform responsible and difficult technical administrative work involving the use of independent judgment and personal initiative. Understand, interpret and explain department policies and procedures. Interpret and apply administrative and departmental policies, procedures, laws and regulations. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities. Analyze office operations and technical problems, evaluate alternatives and recommend solutions. Compile and maintain records and prepare a variety of reports. Independently prepare a wide variety of correspondence, brochures, spreadsheets and other materials. Work independently in the absence of supervision and exercise sound independent judgment within general policy guidelines. Operate and use modern office equipment including a computer and related software. Develop and maintain electronic and manual filing system to meet project needs. Maintain confidential data and information for management staff. Keyboarding speed necessary for successful job performance. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and

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problem solve office issues for the public and with staff. Operate SCADA system to control and monitor a water delivery system. General procurement policies and procedures. Perform inventory control functions. Respond effectively during an emergency. Read and interpret maps, drawings, and specifications. Estimate labor, materials, and equipment needs. On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of responsible journey level administrative support experience, preferably within a public agency.

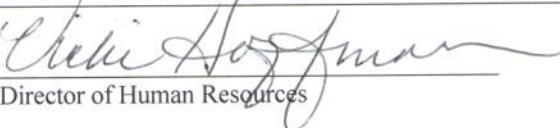
Education:

Equivalent to graduation from high school, supplemented by specialized coursework in Business Administration, Public Administration, Human Resources Administration, or a closely related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

 Director of Human Resources	<u>5/15/14</u> Date
Established: 05/14/2014	
Revised:	
FLSA: Non-exempt	
Unit: Non-Safety	