

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Administrative Technician

Unit: Office Technical

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Job Code: J1126
Original Date: 01/1991
Last Revision: 10/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 22

DEFINITION

Under the direction of an assigned manager or supervisor, in the support of a specific department/program, use independent judgment to perform research, special studies, and analyses of a paraprofessional and technical nature; make decisions and resolve the needs of the assigned area and make recommendations as appropriate; apply and interpret laws, rules, and district policies and regulations and perform a variety of difficult and specialized clerical and administrative duties. May perform in a lead role and/or provide work direction of other classified staff.

EXAMPLE OF DUTIES

1. Assist staff members with technical and administrative problems and procedures regarding interpretation of departmental/program operations; submit recommendations and assist in the formulation and preparation of operational policies and procedures.
2. Conduct research and analyses of a paraprofessional nature; coordinate, plan, and organize special studies and analyses; compile, organize, arrange, and analyze data and information.
3. Act as liaison between assigned area and other segments of the District or outside government or community agencies or private businesses; may represent the department/program in meetings, committees, and conferences related to the daily operation of the department/program.
4. Compile, prepare, monitor, audit, and analyze district expenditures related to payroll, purchasing, budget, grants, contracts, and other program areas or department functions.
5. Enter and extract data; create and develop specialized and technical documents using a variety of computer applications, including word processing, spreadsheets, and databases.
6. May provide work direction and training and act as a lead over other classified staff. May independently oversee a single-office functional area.
7. Prepare correspondence, memos, and reports; maintain a variety of complex and inter-related records and files. May research and prepare information for Board docket items.
8. Operate a variety of office machines and equipment, including computer hardware and software.
9. Order and maintain office supplies required by assigned office.
10. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Code and other State, local, and federal laws, codes, and regulations.
- Basic accounting, financial, and statistical record-keeping practices.
- Computer applications, including word processing, spreadsheets, and databases.
- District and department/program goals/objectives, policies, procedures, rules and regulations.

English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, diplomacy, and courtesy.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communications skills.
Principles and practices of training and work direction.
Research procedures, techniques, and principles, including problem solving necessary for the technical aspects of the assigned area.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Compose correspondence and other documents independently.
Conduct research, compile data, and prepare reports.
Establish and maintain effective working relationships with others.
Handle situations with initiative and tact.
Learn, interpret, and apply district policies, procedures, rules, and regulations and applicable State, local, and federal laws, codes, and regulations.
Maintain confidential records and files.
Meet schedules and timelines.
Operate a variety of office machines and equipment, including computer hardware and software.
Perform a wide variety of difficult and specialized clerical and technical work in the operation of an assigned program.
Plan and organize work.
Technical and administrative liaison for department/program assigned.
Train and provide work direction to others.
Type/keyboard at 50 words per minute.
Understand and follow oral and written directions.
Use computer applications, including word processing, spreadsheets, and databases.
Work confidentially with discretion.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and three years of increasingly responsible clerical or support experience, including some experience in training and providing work direction to others and research of a particular and targeted area.

WORKING CONDITIONS

Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves an office.