

CITY OF ONTARIO

CLASS CODE 0105 GROUP 5
DEPARTMENT REVIEW DATE
PERSONNEL APPROVAL *[Signature]*
EFFECTIVE DATE 2/24/91
SUPERSEDES 11/87

ADMINISTRATIVE TECHNICIAN

DEFINITION

This is paraprofessional administrative and highly responsible clerical work involving complex record keeping and coordination of activities. Under supervision, is responsible for data gathering and database maintenance through the use of the department's computer system; provides direct support to the professional staff by coordinating and overseeing a variety of programs and projects. Oversees the work of subordinate personnel when assigned. Work is performed with latitude for independent action within generally prescribed procedures and is reviewed for overall effectiveness by conference and analysis of reports.

TYPICAL EXAMPLES OF WORK

Compiles, inputs and coordinates appropriate input into the computer using application programs such as dBASE, LOTUS 1-2-3, WordPerfect and other business software; assists with departmental budget preparation; provides support to department professional staff in the coordination and presentation of special programs and projects; processes and completes budget transfer requests; assists in the updating of automated software programs; reviews and codes city revenues; maintains records which may include accounting, budget, employee or other records; makes calculations; prepares periodic and special reports; coordinates and assists in the development of specialized management reports, tables and charts; reviews administrative and procedures manuals for revision requirements; performs other related work as required.

QUALIFICATIONS, KNOWLEDGE AND SKILLS

Minimum: Equivalent to graduation from high school, supplemented by specialized training or education related to area of assignment; three (3) years of increasingly responsible data processing/computer work experience; considerable knowledge of modern office practices, procedures, equipment and standard clerical techniques. Ability to make complex and varied mathematical computations and tabulations rapidly and accurately. Ability to understand and carry out complex oral and written instructions. Ability to coordinate and oversee the activities of subordinate personnel. Ability to establish and maintain effective working relationships with other City employees, officials and the public.

Desirable: Minimum of two years of college with major course work in business administration, personnel management, accounting, computer science, or related field; ability to apply advanced principles related to area of assignment; familiarity with computer file management principles and software applications such as LOTUS 1-2-3, dBASE III and WordPerfect; experience with a municipal government agency related to area of assignment.