



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Administrative Technician
Department: As Assigned
Supervised By: As Assigned
FLSA Status: Non-Exempt
Revised as of: January 2015

JOB SUMMARY

To perform varied technical duties requiring a thorough knowledge of relevant procedures and functions, as well as applicable Federal and State laws and regulations; to interpret, apply and explain pertinent policies, regulations and rules; to provide customer service to contractors and the public regarding utility issues and/or contracts; and to maintain related records, forms, contracts and databases.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned department manager.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Perform specialized technical and highly detailed work in the preparation, review and processing of contracts and reports related to area of assignment.
- Provide information to District customers and contractors requiring the use of judgment and the interpretation of policies, laws, rules and procedures related to area of assignment.
- Compile, research, prepare and maintain a variety of periodic and special reports, databases and documents related to area of assignment.
- Assist with the compilation, monitoring and review of budget.
- Review various documents and reports related to area of assignment for accuracy, completeness and compliance with applicable policies, laws and regulations.
- Monitor, audit and assure the accuracy and integrity of data and documents related to area of assignment.
- Provide customer service and support to District customers.
- Produce accurate letters, memorandums, reports, legal documents and other correspondence using word processing and spreadsheet software programs as applicable.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.

- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Provide administrative support for special projects and programs related to area of assignment.
- Organize and attend meetings as requested.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Record keeping requirements, rules and regulations related to area of assignment.
- Reporting requirements and laws of various state and federal agencies.
- Database principles and applications.
- Modern office practices, methods and computer equipment, including software applications relevant to area of assignment.
- Safe work practices.
- Principles and practices of customer service.
- English usage, spelling, grammar and punctuation.

2. Ability to:

- Establish and maintain a variety of filing and database systems.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Accurately utilize software programs related to area of assignment, including spreadsheet and word processing programs.
- Calculate figures and utilize basic mathematical operations with accuracy.
- Maintain detailed and accurate records.
- Perform independent research in carrying out administrative and technical duties.
- Compile and reconcile numerical data.
- Understand, interpret and apply complex policies, procedures and regulations.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate's degree from an accredited college in general education, business, or a related field.

Experience: Three (3) years of increasingly responsible administrative or technical support experience.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by:  **Date:** 01/15/2015

Classified by:  **Date:** 01/15/2015

Approved by:  **Date:** 01/15/2015