

City of Victorville Position Description

MANAGEMENT TECHNICIAN

DEFINITION

Under general supervision, collects or assists in the collection, organization, analysis, and reporting of data relating to departmental operations, and state and federal grants; prepares budget proposals and detailed research reports and recommendations; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Management Analyst series. Incumbent normally performs specific assignments of a technical nature requiring the efficient use of word processing and spreadsheet skills. Incumbent should have knowledge of departmental policies and operations and apply discretion in using this knowledge in the performance of tasks. Work is subject to continuing review in progress and upon completion. As experience is gained, more responsible work assignments and less supervision is given. A Management Technician differs from a Management Analyst in the skill level and complexity of tasks performed, the degree of accountability, the latitude for independent judgment and initiative, and the freedom in the decision making process, as the Management Analyst class performs more varied, responsible, and diverse assignments of a broader scope under minimal direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides responsible and technical assistance to the Director in the analysis, implementation and monitoring of departmental programs; prepares federal and state grants and monitors and coordinates the daily operation of related grant projects, which includes interpreting regulations and guidelines; performs administrative detail work, maintaining appropriate records and statistics and submitting reimbursement requests; utilizes database programs and other computer software programs; conducts surveys and performs research and statistical analyses as requested; prepares budget recommendations relative to assigned area of responsibility, which includes researching past expenditures and projecting future budget increases; tracks department expenditures for adherence to budgetary boundaries; compiles monthly, quarterly and yearly operations reports; works with purchasing staff to gather technical information to prepare requests for proposals for special projects; prepares highly visible projects, reports and correspondence; reviews and reports on program compliance with applicable laws, regulations and ordinances; attends various professional organization meetings, Technical Advisory Committee meetings, department-related meetings, workshops and other regulatory meetings as a representative of the City; meets with City Attorney to discuss legal issues involving departmental projects; provides responsible administrative staff assistance which includes conducting analyses of municipal policies involving department procedures, and services; authors special correspondence; maintains accurate project records, documents, and supporting material for department and ensures their proper disposition; represents the department on specific administrative matters in liaison with other departments and agencies; assists in the design and production of technical information and brochures; responds to complaints and requests for information from the public and City staff; operates all City vehicles and equipment in a safe and efficient manner; establishes and maintains positive working relationships with management staff, co-workers, other employees and the public using principles of good customer service.

EMPLOYMENT STANDARDS

Training & Experience - Graduation from high school/GED supplemented by 30 college semester units related to specific aspects of administrative activity and three years of experience in an advanced administrative position performing complex, technical duties involving considerable independent judgment, such as with special projects or assignments, and usage of computer software and database programs. Additional qualifying education may substitute for experience on a year for year basis up to 30 semester units equal to 1 year and up to 2 years for substitution.

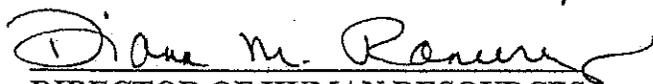
Knowledge & Abilities - Knowledge of: Principles and practices of public administration and organization applicable to a Municipal agency; administrative techniques, including principles of organization, budgeting, and personnel administration; statistical methods and methods of graphic presentation; modern office methods, practices, procedures, and equipment, including software and database programs; elements of English usage, vocabulary, spelling, punctuation and grammar. **Ability to:** gather and analyze data; compose clear, concise, and grammatically correct correspondence; read, interpret and apply information from complex technical materials (i.e., ordinances, contracts, resolutions, grants, rules and regulations); perform difficult and responsible administrative duties involving use of independent judgment, discretion, and confidentiality; effectively present instructions and information, in writing and orally, to the general public, outside agencies, and fellow employees; make routine arithmetical calculations with speed and accuracy; prioritize and schedule workload to ensure completion when faced with deadlines or emergencies; use patience, tact, and courtesy in dealing with the public; work harmoniously with departmental personnel; operate all City vehicles and equipment in a safe and efficient manner; utilize computer software programs competently.

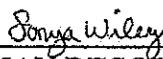
Licenses & Certificates - Possession of a valid unrestricted California Class "C" driver's license.

WORKING CONDITIONS

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing and walking. Incumbent must be able to communicate verbally and in written form with great facility and must be able to be understood; incumbent must have the stamina to work long hours and overtime, if assigned.

APPROVED:


DIRECTOR OF HUMAN RESOURCES


HUMAN RESOURCES TECHNICIAN

DATE REVISED: May 11, 2000

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities 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