



## JOB DESCRIPTION

### Management Technician

Date Prepared: May, 2015

**SUMMARY:** Under basic 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; performs related work, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Provide responsible and technical assistance in the analysis, implementation, and monitoring of departmental programs.
- Prepare, monitor, and coordinate the daily operation of state and federal grant projects, which includes interpreting regulations and guidelines.
- Perform administrative detail work, maintaining appropriate records and statistics and submit reimbursement requests.
- Competently utilize database programs and other computer software programs.
- Conduct surveys and perform research and statistical analyses, as requested.
- Prepare budget recommendations relative to assigned area of responsibility, which includes researching past expenditures and projecting future budget increases.
- Track department expenditures for adherence to budgetary boundaries.
- Compile monthly, quarterly, and yearly operations reports.
- Gather technical information to prepare requests for proposals for special projects.
- Prepare highly visible projects, reports, and correspondence.
- Review and report program compliance with applicable laws, regulations, and ordinances.
- Attend various professional organization meetings, Technical Advisory Committee meetings, department-related meetings, workshops, and other regulatory meetings as a representative of the City.
- Meet with City Attorney to discuss legal issues involving departmental projects.
- Provide responsible administrative staff assistance which includes conducting analyses of municipal policies involving department procedures and services.
- Author special correspondence.
- Maintain accurate project records, documents, and supporting material for department and ensure their proper disposition.
- Represent the department on specific administrative matters in liaison with other departments and agencies.
- Assist in the design and production of technical information and brochures.
- Respond to complaints and requests for information from the public and City staff.

**MINIMUM QUALIFICATIONS:****Education, Training and Experience Guidelines:**

High school diploma OR GED, SUPPLEMENTED BY thirty 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 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 thirty semester units equal to one year and with a maximum of two years for substitution.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

**Knowledge of:**

- Principles and practices of public administration and organization applicable to a Municipal agency.
- Administrative techniques, including business practices, 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 proper English usage, vocabulary, spelling, punctuation, and grammar.

**Skill in:**

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Gathering and analyzing data.
- Composing clear, concise, and grammatically correct correspondence.
- Reading, interpreting, and applying information to complex technical materials (i.e., ordinances, contracts, resolutions, grants, rules and regulations).
- Performing complex administrative duties involving use of independent judgment, discretion, and confidentiality.
- Effectively presenting instructions and information, in writing and orally, to the general public, outside agencies, and fellow employees.
- Making routine arithmetical calculations with speed and accuracy.
- Prioritizing and scheduling workload to ensure completion when faced with deadlines or emergencies.
- Using patience, tact, and courtesy in dealing with the public.
- Working harmoniously with departmental personnel.
- Utilizing computer software programs competently.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

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. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and 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 must be willing to work an irregular schedule, which may include weekends or evenings.

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Department Head

\_\_\_\_\_  
Date

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Personnel Officer

\_\_\_\_\_  
Date