



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

RECREATION ADMINISTRATIVE TECHNICIAN

DEFINITION:

Under general direction from the Leisure Services Director, the Recreation Administrative Technician will assist and support to the Leisure Services department and divisions in administrative operations including technical support, budget development and monitoring, policy and procedure development, payroll, grant administration and other administrative services. This position will perform both technical level administrative duties and assistance to Leisure Services Department, programs, centers and staff; will research, collect, and analyze data and prepare draft reports; to track and report operational statistics, as well as other duties assigned. Position may exercise direct supervision of administrative support personnel.

EXAMPLES OF DUTIES:

- Assist with development and monitoring of department budget.
- Coordinate development of policies and procedures for departmental operations; assist in development of short and long term planning. Prepare and analyze complex reports.
- Support department with recruiting, training, payroll, employee relations and personnel rules and regulations; act as departmental liaison with the other City departments (ASD, MIS, PW).
- Research, develop and recommend implementations of department computer systems and applications.
- Organize and manage department central operations including payroll, accounts payable and receivable, purchase orders, review and development of fiscal procedures and handling of funds.
- Monitor grant programs; develop and monitor required procedures, and report status to Director on a regular basis.
- Assist with reviewing and preparing meeting agendas and minutes, presentation materials, and staff reports for City Council, Park & Recreation Commission, Senior Commission and Youth Commission.
- Work with City Clerk's office to maintain department records (RIM).
- Develop and maintain internal record systems. Ensure areas of responsibilities are in compliance with related laws, codes, ordinances (DMV, Fingerprint Records, staff certification requirements); advise staff of any irregularities in compliance.
- Assist professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection, research and analysis; prepare draft reports and technical documents; provide project oversight for the less complex or community projects.
- Establish and maintain a wide variety of department forms, filing and reporting systems as necessary; develop record keeping procedures; provide relevant information to relevant parties prepare and type correspondence and compile and type reports.
- Assist and coordinate with the testing, implementation and maintenance of new/upgraded software technologies and systems; maintain a variety of databases.

- Assist supervisor and managers with a variety of administrative operations; prepare, recommend and implement procedural modifications.
- Coordinate and assist in the development and administration of department budget; prepare budget reports; compile annual budget requests; monitor and classify expenditures; track and reconcile bills; produce budget reports.
- May perform a wide variety of complex, responsible, secretarial and administrative duties for management staff including providing routine analytical support.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of intermediate analytical research and project coordination.
- Principles and practices of project management, budget development and administration.
- Techniques and principles of effective of effective interpersonal communication.
- General functions and objectives of municipal government, recreation, counseling and family service operations.
- Computer software, including word processing, database, spreadsheet and accounting applications.
- English usage, spelling punctuation and grammar and arithmetic, basic mathematical calculations and statistics and statistics methods.
- Report writing techniques.

Ability to:

- Independently perform a variety of technical duties including research, compilation and report development in support of department and City.
- Intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Develop and implement various data collection and reporting systems. Prepare and analyze complex reports.
- Research, recommend and assist in training other administrative support staff.
- Coordinate the development and monitoring of an assigned program project budget; project track and reconcile expenses
- Communicate effectively and persuasively in both oral and written form. Establish and maintain effective work relationships within organization and outside agencies.
- Analyze and solve problems.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

Possession of or ability to obtain a valid California driver's license.

Possession of ability to obtain a certificate in Project Management within one year of hire date.

MINIMUM QUALIFICATIONS:

Any combination of education and/or experience that is equivalent to the following minimum qualifications is acceptable:

Education: Equivalent to high school diploma required. A college degree or course work in higher education or technical school desirable.

EXPERIENCE:

Three years of responsible administrative support and/or technical experience, preferably in the recreation and community services field. One year of lead supervisory experience is desirable.

Previous experience and working knowledge of municipal government, recreation, counseling and social welfare is desired.