



**Orange County Department of Education  
Human Resources Department  
Classified Class Specification**

**Class Code: 3041  
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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**Administrative Technician**

**GENERAL PURPOSE**

Under general supervision, performs complex and highly responsible, specialized administrative duties in support of an assigned unit or program; gathers, compiles, and organizes data in assigned program areas; monitors, tracks balances, processes expenditures and purchases, and oversees assigned budgets and grants; performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Administrative Technicians perform complex and highly responsible specialized administrative duties in support of an assigned unit or program. Incumbents monitor and track multiple budgets associated with their assigned programs and ensure that expenditures conform to OCDE policies and procedures and applicable funding requirements. Work requires a thorough knowledge of the terminology, policies, procedures, and practices of their functional areas and is performed with a significant degree of independence and accountability for results.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Perform complex administrative work in support of assigned programs, functions, and processes; research, answer questions, and respond to issues; perform technical research and compile data for required reporting; and design, develop, and maintain specialized records and reports in accordance with established deadlines and requirements.
2. Compile data, forecast expenditures, and assist in developing program budgets; monitor fiscal activities to ensure available funds for planned expenditures within account and funding source parameters; track account balances; reconcile accounts to funding source information; and initiate expenditure transfers.
3. Request payments from funding sources in accordance with contract terms; meet with managers to review budget/account status and prepare budget adjustment requests when warranted; keep management and program staff apprised of budget/grant funding issues; prepare and distribute detailed budget reports; troubleshoot discrepancies and coordinate resolution with the Business Office.
4. Create and/or review and process a variety of purchase requisitions, purchase orders, and contracts; develop agreements, forms, and documents, ensuring accuracy, correct account codes, completeness

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and compliance with OCDE standards, policies, and procedures; and track transactions to completion; create and maintain a wide variety of records and files, including database records and inventories of facilities, leases and equipment, supplies, and forms.

5. Assist in developing and coordinating contracts, including developing scopes of work and monitoring contract performance and expenditures.
6. Compose and/or types reports, memoranda, correspondence, presentations, board agenda items, forms, brochures, flyers, forms, and other documents and reports; proofread and check a variety of forms, documents, and other materials for accuracy, completeness, and compliance with OCDE standards, policies, and procedures; and assemble, type, and process a variety of documents associated with area of assignment.
7. Conduct online and other research and assemble information from a variety of sources for the preparation of reports, correspondence, and presentations; and create databases to house information as needed.
8. Receive and screen visitors and telephone calls, providing information and handling issues that often require sensitivity and use of sound, independent judgment; and respond to requests for information, refer matters to appropriate OCDE staff, and/or take or recommends action to resolve the request.

#### **OTHER DUTIES**

1. Serve as a liaison with a wide variety of OCDE staff and staff in various school districts and agencies.
2. May process contracts and agreements for services provided by organizations and outside contractors in accordance with applicable laws, regulations, and policies.
3. May assist with organizing, coordinating, scheduling, and implementing of programs and services; coordinating the delivery of a variety of seminars and workshops; and preparing presentations on goals and objectives.
4. May provide assistance to districts related to activities for student programs.
5. May provide lead work direction, guidance, and training to other administrative staff.
6. May process and submit payroll and time keeping documents; and/or submit requests for facilities and equipment repairs.
7. May plan or assist in planning and making event arrangements for staff meetings, retreats, events, staff development sessions, and a variety of other events; secure locations; and make food and refreshment, equipment, and other arrangements.
8. May process and submit payroll and time keeping documents; and/or submit requests for facilities and equipment repairs.
9. May make and confirm travel arrangements; submit conference registration; arrange for hotel and flight reservations; develop and complete itineraries; and compile and prepare reimbursement requests.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Basic principles, practices, and methods of budget development and administration, financial recordkeeping, and routine financial analysis.

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2. OCDE administrative policies, procedures, and approval processes applicable to fiscal and purchasing, contract processing, maintenance of public records, and other administrative support activities.
  3. Methods, practices, and procedures of financial recordkeeping and routine financial analysis.
  4. Principles and practices of sound business communication; and correct English usage, including spelling, grammar, and punctuation.
  5. OCDE organization, rules, policies, regulations, procedures, and provisions of the Education Code applicable to areas of assigned responsibility.
  6. Advanced uses of word processing, spreadsheet, database, and other standard software to create documents and materials requiring the interpretation and manipulation of data.
  7. Research techniques, methods, and procedures.

**Ability and Skill to:**

1. Organize, set priorities, and exercise sound independent judgment with limited supervision.
2. Interpret, apply, explain, and reach sound decisions in accordance with laws, regulations, rules, and policies.
3. Analyze administrative and procedural problems, evaluate alternatives, and reach sound, logical conclusions.
4. Collect, evaluate, and interpret data, either in statistical or narrative form.
5. Analyze, interpret, explain, and apply relevant laws, regulations, ordinances, and policies.
6. Prepare clear, concise, and comprehensive reports, correspondence, and other documents.
7. Operate a computer and word processing, spreadsheet, and database software, and other standard office equipment; and type accurately.
8. Understand and follow written and oral instructions communicate clearly and effectively, both orally and in writing.
9. Maintain highly sensitive and confidential information and handle sensitive and difficult situations.
10. Establish and maintain effective working relationships with OCDE managers, administrators, staff, faculty, the public, and others encountered in the course of work.
11. Must demonstrate attendance sufficient to complete the duties of the position as required.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or a high school equivalency test and at least three (3) years of office administrative or secretarial experience; or an equivalent combination of training and experience.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

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### **Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Employees work under typical office conditions, and the noise level is usually quiet.