



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

**Class Code: 3041  
Date Adopted: July 1, 2008  
Date Revised: May 4, 2016**

**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**

*The duties listed below 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 this class.*

1. Performs with a significant degree of independent accountability complex administrative work in support of assigned programs, functions, and processes; researches, answers questions, and responds to issues; performs technical research and compiles data for required reporting; designs, develops, and maintains specialized records and reports in accordance with established deadlines and requirements.
2. Compiles data, forecasts expenditures, and assists in developing program budgets; monitors fiscal activities to ensure available funds for planned expenditures within account and funding source parameters and tracks account balances; reconciles accounts to funding source information; initiates expenditure transfers; requests payments from funding sources in accordance with contract terms; meets with managers to review budget/account status and prepare budget adjustment requests when warranted; keeps administrators and program staff apprised of budget/grant funding issues; prepares detailed budget reports; troubleshoots discrepancies and coordinates resolution with the Business Office.

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

3. Creates and/or reviews and processes a variety of purchase requisitions, purchase orders, contracts, agreements, and other forms and documents, ensuring accuracy, correct account codes, completeness, and compliance with OCDE standards, policies, and procedures; tracks transactions to completion; creates and maintains a wide variety of records and files, including database records and inventories of facilities leases and equipment, supplies, and form inventories; compiles data and completes forms required for submission to the state.
4. Performs technical administrative duties associated with area of assignment, including assisting in: facilities planning, repair, modernization, and construction activities; coordinating construction and tenant improvement projects with contractors and OCDE administrators and staff; reconciling OCDE and state project budgets; administering budgets, facilities, and equipment, including tracking moves to/from various sites; and tracking, maintaining records, and preparing financial reports.
5. Assists in developing and coordinating contracts, including developing scopes of work and monitoring contract performance and expenditures.
6. Composes and/or types reports, memoranda, correspondence, presentations, board agenda items, forms, brochures, flyers, forms, and other documents and reports; proofreads and checks a variety of forms, documents, and other materials for accuracy, completeness, and compliance with OCDE standards, policies, and procedures; assembles, types, and processes a variety of documents associated with area of assignment; organizes and coordinates printing of documents.
7. Conducts on-line and other research and assembles information from a variety of sources for the preparation of reports, correspondence, and presentations.
8. Receives and screens visitors and telephone calls, providing information and handling issues that often require sensitivity and use of sound, independent judgment; responds to requests for information, refers matters to appropriate OCDE staff and/or takes or recommends action to resolve the request.

## **OTHER DUTIES**

1. May plan or assist in planning and making event arrangements for staff meetings, retreats, events, staff development sessions, and a variety of other division events; secures locations and makes food/refreshment, equipment, and other arrangements.
2. May provide lead work direction, guidance, and training to other administrative staff.
3. Processes and submits division payroll and time keeping documents; submits requests for facilities and equipment repairs.
4. Serves as liaison with a wide variety on OCDE staff and staff in various school districts and agencies.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Basic principles, practices, and methods of budget development and administration.
2. OCDE administrative policies, procedures, and approval processes applicable to fiscal and purchasing, contract processing, maintenance of public records, and other administrative support activities.

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**Knowledge of: (cont.)**

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

**Ability 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. Type accurately at 50 WPM.
8. Operate a computer and word processing software and other standard office equipment.
9. Understand and follow written and oral instructions.
10. Communicate clearly and effectively, both orally and in writing.
11. Maintain sensitive and confidential information.
12. Deal with sensitive and difficult situations.
13. Establish and maintain effective working relationships with OCDE managers, administrators, staff, faculty, the public, and others encountered in the course of work.
14. 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 high school equivalency test, and at least three years of office administrative or secretarial experience; or an equivalent combination of training and experience.

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## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt; carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information; and documents; analyze and solve non-routine and difficult office administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with management, administrators, staff, teachers, parents, students, community organizations, the public, vendors, and others 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 the essential functions. Employees work under typical office conditions and the noise level is usually quiet.