



## **ADMINISTRATIVE TECHNICIAN**

**(Confidential)**

**CITY OF YUCAIPA**

**SALARY: \$4,818 - \$6,017/per month**

### *The Position*

Under the direction of the Assistant City Manager, the position will perform a variety of technical level administrative duties in support of City financial, human resources, and purchasing functions; will research, collect, and analyze data and prepare draft reports; will assist with the development and monitoring of City budget; and will provide highly responsible administrative duties in support of an assigned department.

### *Requirements*

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Experience:  
Three years of responsible technical financial or human resources support experience.
- Education:  
Equivalent to an Associate's degree from an accredited college with course work in public administration, business administration, accounting, human resources or a related field. A Bachelor's degree with emphasis in any of the above disciplines, is highly desirable.

### *Typical Duties May Include*

- Exhibits exceptional customer service.
- Assist with the compilation, preparation, and monitoring of City budgets; receive and respond to requests from departments regarding budget status and provide a variety of financial reports.
- Maintain and reconcile a variety of financial data, ensuring accuracy of financial transactions and data.
- Coordinate the administration, tracking and reporting of grants including assisting with reimbursement processing.
- Serve as liaison to departments with respect to understanding and applying Human Resources, Risk Management and other policies and procedures, as assigned, in a correct and consistent manner; receive and respond to questions from staff, vendors and contractors.
- Monitor and maintain allocation schedules and salary schedules; make minor modifications to the City's classification plan.
- Plays an active role on the City's Safety Committee.
- Research, evaluate and prepare routine statistical, financial and demographic data used in reports, studies, surveys, and analyses.
- Serve as liaison to departments with respect to understanding and applying purchasing policies and procedures in a correct and consistent manner; receive and respond to questions from staff, vendors, and contractors.
- Assist with the administration and maintenance of the City's benefit plan including health, dental and life insurance, long term disability, flexible spending, and other benefits including protective leave; administer the City's open enrollment process.

- Assist with the completion of special projects and studies related to financial and human resources operations; perform data collection and analysis; prepare draft reports and technical documents.
- Coordinate the implementation of the City's Injury and Illness Prevention Program.
- Assist with recruitment activities, including the creation of recruitment timelines, advertisement sources, application review, and test administration; receive, research and respond to candidate questions.
- Assist with the coordination of training, as assigned.
- Respond to requests for documentation and information; explain and interpret policies and procedures to internal and external customers.
- Ensure areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation.
- Build and maintain positive working relationships with co-workers, other City employees, other agencies and the public using principles of good customer service.
- Perform related duties as assigned.

#### *Compensation*

**Hourly Rate:** Administrative Technician (Confidential) \$27.80 - \$34.72 per hour City paid PERS (2% @55 – Classic PERS Members) New CalPERS employee, as defined by PEPRA, participate in a 2% at 62 formula/15 City Holidays/\$50,000 Life Insurance/Cafeteria Plan (\$1,095 per mo)/Vacation accrual begins at the rate of 80 hours per year/Sick Leave accrues at 8 hours per month/Deferred Compensation match up to 3%.

#### *Application Process*

**DEADLINE:**  
**Thursday, July 13, 2017 by 4:00 PM**

A detailed job description and required City application and supplemental questionnaire form can be found at [www.yucaipa.org](http://www.yucaipa.org).

Please submit your City employment application and your supplemental questionnaire form to:

City of Yucaipa Human Resources Department  
Attention: Sherry Washburn  
34272 Yucaipa Blvd., Yucaipa, CA 92399  
Phone 909-797-2489 ext. 223