



ADMINISTRATIVE TECHNICIAN – PROCESS SPECIALIST

5/2/17

GENERAL DESCRIPTION

Under general supervision, provides varied administrative and technical support work for the following District departments:

Engineering: Works with the public, developers and commercial establishments to provide information on obtaining sewer service, issuing of permits, preparing developer agreements and coordinating inspections.

Finance: Provides technical and analytical accounting support in the preparation, processing and maintenance of accounting and financial records, accounts payable, accounts receivable, payroll, general ledger, and tax roll preparation and management.

Human Resources: Performs a variety of professional human resources functions related to benefits administration, leave management and new hire orientation.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the District Secretary/Office Administrator and other management staff. No direct supervision of staff is exercised.

ESSENTIAL FUNCTIONS

Essential responsibilities and duties may include, but are not limited to the following:

Engineering

- Processes engineering plans from developers, contractors, engineers, the City of Oakley, Contra Costa County and the public; responds to standard and technical questions.
- Calculates and collects permit fees and prepares fiscal year tax roll listing of permits.
- Perform basic plan checking for swimming pools and additions to property.
- Creates and maintains assessor parcel files and tract binders for new subdivisions and/or parcels.
- Performs on-site property inspections to determine the number of equivalent dwelling units, fees to be billed, and the correct charges to the tax roll. Determines if development plans represent a change in use and fees.
- Prepares documents for Board approval of developing agreements, offers of dedication for improvement and monitors receipt of District required items.

Finance

- Performs accounts receivables; processes incoming payments, allocates revenue to proper cost accounts, posts revenues, prepares bank deposits using desktop deposit software, reconciles to general ledger.
- Performs accounts payable; reviews invoices and reports, prepares documents for payment, posts to various accounts, reconciles and prepares general ledger entries.

- Monitors and maintains employee credit card accounts; prepares credit applications for the District.
- Performs payroll processing; reviews timecards, payroll changes and related information. Prepares and maintains all pertinent and confidential payroll reports. Processes involuntary deductions such as garnishments and levies. Reconciles payroll to the general ledger. Submits payroll records to CalPERS.

Human Resources

- Coordinates and maintains the employee benefits programs, including health, dental, life, short and long term disability programs, deferred compensation and retirement plans, and COBRA administration. Processes payments for benefits.
- Coordinates employee separation, including termination of benefits, enrollment in COBRA if applicable, and necessary employee notifications.
- Completes employee verifications, EDD and disability reporting.
- Conducts new hire on-boarding and orientation.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Basic organization and function of public agencies, including the role an elected District Board.
- Codes, regulations, policies, and procedures related to the District and its various departments.
- General accounting principles and practices.
- Local, state, and federal regulations related to payroll processing.
- Principles and practices of financial records management.
- Principles & practices of benefits administration.
- Automated payroll systems.
- Engineering mapping and design practices.

Ability to:

- Work independently.
- Answer questions and provide concise and accurate information to public and staff.
- Process payroll in accordance with application laws and regulations.
- Operate various software programs such as databases and spreadsheets.
- Maintain attention to detail and produce accurate work while coordinating several assignments.
- Interpret, apply and explain policies and procedures.
- Read development drawings and interpret District Ordinances to determine applicability.

LICENSES

Must possess a valid California Class C driver's license and maintain a satisfactory driving record.

PHYSICAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; maintain the capacity to sit at a computer for an extended period of time; walk, stand, kneel, stoop, bend, lift up to 25 lbs., and drive; use hands and fingers to write and to handle, grip, feel and operate equipment.

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

OTHER REQUIREMENTS

Occasional attendance at after hour meetings may be required.

EDUCATION AND EXPERIENCE

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

Equivalent to graduation from high school with supplemental business school or applicable college-level course work and four years of office administrative experience. Experience in dealing with the public and working in a public agency setting is highly desirable.

Coursework related to bookkeeping, basic accounting and/or related computer applications and one year of experience in processing financial documents, maintaining financial or accounting records, or billing and collections. Two years of experience in processing financial documents, maintaining financial or accounting records, or billing and collections. Experience in the processing of payroll.

Experience in coordinating employee benefits programs, including health, dental, life, short and long term disability programs, deferred compensation, retirement plans and Cobra administration.