

# City of Novato

Is recruiting for an

## ADMINISTRATIVE TECHNICIAN



### THE POSITION

The Administrative Technician is assigned to the Parks and Recreation Department and provides highly responsible and complex administrative and technical support to the Department. The Administrative Technician will play an integral role in the publication of the Novato PRCS Recreation Brochure, facility rentals administration, and registration administration utilizing BlueRec Management Software. This is an excellent opportunity to work for an organization who values creativity, teamwork and who supports employees to grow and develop professionally.

### FINAL FILING DEADLINE

**August 22, 2017 @ 5:00 p.m.**

To apply for this position, please visit

[www.governmentjobs.com](http://www.governmentjobs.com) or

[www.novatojobs.org](http://www.novatojobs.org)

### COMPENSATION

**\$4,611 - \$5,605 per month**

3.0% general wage increase  
scheduled for 7/1/18.

**Placement in the salary and  
classification range is dependent  
upon qualifications & experience.**

### BENEFITS

Monthly contribution towards  
benefits up to \$1,775 per month  
based on enrollment level.

9/80 work schedule with  
alternating Friday's off.

### THE IDEAL CANDIDATE

The ideal candidate is able to work in a variety of settings and have the ability to work with all levels of staff, outside vendors and members of the community to provide exceptional customer service. The incumbent will have excellent oral and written communication skills, be able to problem solve and thrive on serving the community. The Administrative Technician is expected to have a high degree of thoroughness and accuracy in performing the required duties and work with considerable independence.

### MINIMUM QUALIFICATIONS

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

Experience: Three years of increasingly responsible administrative support experience; one year of lead experience is highly desirable.

Training: Equivalent to an Associate's degree with coursework in public administration, business administration, or related field.

### PARKS, RECREATION AND COMMUNITY SERVICES

PRCS is comprised of three divisions: Administration, Community Services, and Recreation Programs. The Administration side manages and coordinates all PRCS programs, activities, facilities, and community outreach efforts along with establishing department policy and direction; working with the Recreation, Cultural and Community Services Commission and City Council to accomplish citywide goals; and preparing and monitoring the PRCS general operating and capital improvement program budgets. Community Services Plans and implements recreational, cultural, and educational programs, activities, classes, services, and citywide special events for all residents – preschool aged toddlers through centegenarians. The Recreation Division Supervises instructional, recreational, and competitive sports programs for children, teens, and adults.

**TO VIEW THE JOB DESCRIPTION IN ITS ENTIRETY, PLEASE VISIT [www.novatojobs.org](http://www.novatojobs.org)**

## **DUTIES INCLUDE**

Duties include, but are not limited, to the following:

- Develop, coordinate and implement assigned program activities in support of department activities and programs.
- Receive and respond to requests for information; explain, interpret and apply area policies and procedures to internal and external customers.
- Perform a variety of technical research activities related to area of assignments including data collection, compilation and analysis, determining compliance or acceptance of information and materials; document results and findings.
- Assist professional and management staff with the performance of studies, special projects, administrative and technical functions; provide project oversight for the less complex projects.
- Assist in the preparation, administration and monitoring of department/division budget; submit budget recommendations.
- Attend and represent assigned department and function on committees to include RCCSC, outside organizations, and at staff subcommittees as necessary; coordinate assigned activities with other divisions and outside agencies; provide technical assistance as required; follow up on action items.
- Prepare and administer Recreation, Cultural, and Community Services Commission notices, agendas, and minutes.
- Coordinate publication of the PRCS Activities Guide.
- Assist supervisor and managers with a variety of administrative operations; prepare, recommend and implement procedural modifications.
- Assist with the maintenance and implementation of new software technologies and systems.
- Assist in writing, preparing, posting and desktop publishing various public communication newsletters, articles and web-based communication.
- May perform a wide variety of complex, responsible, secretarial and administrative duties for executive staff and other management personnel including providing routine analytical support.
- Ensure areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.

## **EMPLOYEE INFORMATION AND BENEFITS:**

**Employment Process:** Applicants are screened for relevant education, experience and/or licensing requirements as stated on the job announcement. Those persons most qualified may be required to compete in any combination of written, oral, performance and/or assessment center examinations. Candidates who successfully pass the examination process are placed on the eligibility list.

**Immigration and Reform Act:** In compliance with the Immigration and Reform Act of 1986, the City of Novato will only hire individuals who are legally authorized to work in the United States.

**Benefits:** The City participates in the California Public Employees' Retirement System (CalPERS). In compliance with AB 340, CalPERS retirement formula is either 2% at 62 or 2% at 55 depending on eligibility. The City provides a specific dollar amount to each employee based on the employee's bargaining unit to apply to medical, dental, life and disability insurance. The dental program and life insurance policy are mandatory. Health and disability options are available. Employees who do NOT enroll in a healthcare plan through the City will receive up to \$250 per month as an addition to their gross earnings

**Leaves:** The City offers 13 paid holidays; 10 days vacation at the first year of service (graduates to 21 days for 20 years service); 12 days sick leave per year (unused sick leave applied to service credit at retirement).

The information in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

**The City of Novato is an Equal Opportunity Employer.**

**The City will make reasonable efforts in the selection process to accommodate persons with disabilities.**

**Please advise the Human Resources Division of such special needs at the time of application.**