

Administrative Technician
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=104581>

Downloaded On: Oct. 23, 2018 10:21am

Posted Mar. 13, 2018, removed Mar. 27, 2018

Job Title	Administrative Technician
Department	Office of Institutional Research and Planning
Institution	San Diego Community College District San Diego, California
Date Posted	Mar. 13, 2018
Application Deadline	3/26/2018
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services Information Technology
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Job Description	

Administrative Technician

San Diego Community College District

Closing Date: 3/26/2018

Position Number: 011781

Location: District Office

Position Type:

The Position:

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Applications are currently being accepted for Administrative Technician in the Office of Institutional Research and Planning located at the District Administrative Offices. Hours are Monday through Friday from 8 a.m. to 5 p.m. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor.

Under the direction of an assigned manager or supervisor, use independent judgment to perform research, special studies, and analyses of a paraprofessional and technical nature; make decisions and resolve the needs of the assigned area and make recommendations as appropriate; apply and interpret laws, rules, and district policies and regulations and perform a variety of difficult and specialized clerical and administrative duties. May perform in a lead role and/or provide work direction of other classified staff.

Major Responsibilities:

Assist staff members with technical and administrative problems and procedures regarding interpretation of departmental/program operations; submit recommendations and assist in the formulation and preparation of operational policies and procedures.

Conduct research and analyses of a paraprofessional nature; coordinate, plan, and organize special studies and analyses; compile, organize, arrange, and analyze data and information.

Act as liaison between assigned area and other segments of the District or outside government or community agencies or private businesses; may represent the department/program in meetings, committees, and conferences related to the daily operation of the department/program.

Compile, prepare, monitor, audit, and analyze district expenditures related to payroll, purchasing, budget, grants, contracts, and other program areas or department functions.

Enter and extract data; create and develop specialized and technical documents using a variety of computer applications, including word processing, spreadsheets, and databases.

May provide work direction and training and act as a lead over other classified staff. May independently oversee a single-office functional area.

Prepare correspondence, memos, and reports; maintain a variety of complex and inter-related records and files. May research and prepare information for Board docket items.

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Operate a variety of office machines and equipment, including computer hardware and software.

Order and maintain office supplies required by assigned office.

Perform related duties as assigned.

Major Responsibilities:

Qualifications:

Desired Qualifications:

Knowledge:

Applicable sections of California Education Code and other State, local, and federal laws, codes, and regulations.

Basic accounting, financial, and statistical record-keeping practices.

Computer applications, including word processing, spreadsheets, and databases.

District and department/program goals/objectives, policies, procedures, rules and regulations.

English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, diplomacy, and courtesy.

Modern office practices, procedures, and equipment, including computer hardware and software.

Oral and written communications skills.

Principles and practices of training and work direction.

Research procedures, techniques, and principles, including problem solving necessary for the technical aspects of the assigned area.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.

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Communicate effectively both orally and in writing.

Compose correspondence and other documents independently.

Conduct research, compile data, and prepare reports.

Establish and maintain effective working relationships with others.

Handle situations with initiative and tact.

Learn, interpret, and apply district policies, procedures, rules, and regulations and applicable state, local, and federal laws, codes, and regulations.

Maintain confidential records and files.

Meet schedules and timelines.

Operate a variety of office machines and equipment, including computer hardware and software.

Perform a wide variety of difficult and specialized clerical and technical work in the operation of an assigned program.

Plan and organize work.

Technical and administrative liaison for department/program assigned.

Train and provide work direction to others.

Type/keyboard at 50 words per minute.

Understand and follow oral and written directions.

Use computer applications, including word processing, spreadsheets, and databases.

Work confidentially with discretion.

Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and three years



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of increasingly responsible clerical or support experience, including some experience in training and providing work direction to others and research of a particular and targeted area.

Licenses:

Pay Information:

Range 22 (\$3,552.32 \$5,670.31) per month based on the current AFT Classified Unit Office Technical Salary Schedule

Initial salary placement is commensurate with related experience and promotional rules. The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the AFT-Guild, Local 1931 Classified Staff Collective Bargaining Agreement. This position is FLSA Non-Exempt and may accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

To apply, visit: [\[url=http://apptrkr.com/1185237\]](http://apptrkr.com/1185237)<https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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