



# ADMINISTRATIVE TECHNICIAN

## SUMMARY/SCOPE/GOAL

Under general supervision, the Administrative Technician performs a variety of technical administrative and paraprofessional duties in support of division level procurement, scheduling, budget, and administrative functions or in support of projects or programs; assists administrative and analytical personnel in researching, compiling and reviewing information; develops and maintains databases and spreadsheets.

The Administrative Technician is distinguished from journey level clerical classifications in that the duties of the Administrative Technician are technical and paraprofessional in nature and require greater knowledge and judgment. Administrative Technicians may support department administrative functions, but the majority of the work is not clerical in nature.

## QUALIFICATIONS

### ADMINISTRATIVE TECHNICIAN I:

#### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

##### REQUIRED:

- High School diploma or equivalent required.
- One (1) year of progressively more responsible work experience in administrative position including, but not limited to division budget coordination, student scheduling, purchasing, and compiling data.
- Knowledge in office procedures and methods including computer equipment and supporting applications, such as word processing, spreadsheets, databases, and standard report generation.

##### PREFERRED/DESIRED:

- AA/AS in General Studies, Accounting, HR, or related field from a regionally accredited institution.

### ADMINISTRATIVE TECHNICIAN II:

#### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

##### REQUIRED:

- Four (4) years of progressively more responsible work experience in administrative position including, but not limited to division budget coordination, student scheduling, purchasing, and completing data. (BPS experience is applicable to qualify for position).
- OR
- AA/AS in General Studies, Accounting, HR, or related field from a regionally accredited institution, and two (2) years of progressively more responsible work experience in administrative position including, but not limited to division budget coordination, student scheduling, purchasing, and compiling data. (BPS experience is applicable to qualify for position).
- Knowledge in office procedures and methods including computer equipment and supporting applications, such as word processing, spreadsheets, databases, and standard report generation.

##### PREFERRED/DESIRED:

- BA/BS in Business, Accounting, Finance, Human Resources, or related field from a regionally accredited institution.

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**Deleted:** Successful completion of 48 credit hours in an accredited college or university in public or business administration, economics, accounting, personnelpersonnel, or a closely related field may substitute one (1) year of the three (3) required years of experience with the recommendation of the Department head and the concurrence of Human Resources Management. ¶

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### ADMINISTRATIVE TECHNICIAN III:

#### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

##### REQUIRED:

- Five (5) years of progressively more responsible work experience in administrative position including, but not limited to division budget coordination, student scheduling, purchasing, and completing data. (BPS experience is applicable to qualify for position).  
OR
- AA/AS in General Studies, Accounting, HR, or related field from a regionally accredited institution, and three (3) years of progressively more responsible work experience in administrative position including, but not limited to division budget coordination, student scheduling, purchasing, and compiling data. (BPS experience is applicable to qualify for position).
- Knowledge in office procedures and methods including computer equipment and supporting applications, such as word processing, spreadsheets, databases, and standard report generation.

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##### PREFERRED/DESIRED:

- BA/BS in Business, Accounting, Finance, Human Resources, or related field from a regionally accredited institution, and two (2) years of progressively more responsible work experience in administrative position including, but not limited to division budget coordination, student scheduling, purchasing, and compiling data. (BPS experience is applicable to qualify for position).

#### CERTIFICATIONS/LICENSES/TRAINING ALL LEVELS:

##### REQUIRED:

- Valid Florida Drivers' License

##### PREFERRED/DESIRED:

#### PERFORMANCE RESPONSIBILITIES

##### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Under general supervision, reviews and analyzes resource allocations, both labor and non-labor, for assigned division, program, or funding stream.
2. Monitors projects and budget streams and ensures the most appropriate use of the available funds.
3. Assists in calculating proposed budgets; components for the purposes of assisting grant writers and other personnel as directed.
4. Prepared data and report distributions of appropriate personnel.
5. Assists schools and offices in preparing sub-budget amendments and in making determinations as to the best utilization of their resources according to standard accounting practices and the terms and conditions of the budget administration requirements.
6. Assist lead in report writing functions within the automated financial system.
7. Use personal computer and applications to prepare spreadsheets, charts, graphs, and documents which represent an accurate picture of the assigned budgetary information and related financial

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status, to include budget materials and amendments submitted for the program, division, or School Board approval.

8. Recommends procedural changes/improvements to supervisor.
9. Complete tasks assigned and provides regular progress updates.
10. Narrow scope of individual compliance, audit, and fiscal responsibility.

### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

### KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

#### JOB RELATED:

Knowledge of basic principles of technical and statistical report preparation. Extensive knowledge of modern office, recordkeeping, and report preparation practices, procedures, and equipment. Basic principles and techniques of student scheduling, budget preparation, and purchasing. Basic techniques of project and program management. Skill in providing customer service, including dealing with people in sensitive situations and problem resolution. Intermediate use of computers and computer applications and software. Ability to collect, compile, organize, analyze, and interpret data. Ability to establish and maintain cooperative relationships with those contacted in the course of work.

#### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

#### EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

### PHYSICAL DEMANDS/WORK ENVIRONMENT

#### PHYSICAL REQUIREMENTS:

##### (L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

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**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**TRAVEL:**

Travel between sites rarely. Travel out of county rarely.

**FOR HR USE ONLY:**

|                         |                                  |                         |   |
|-------------------------|----------------------------------|-------------------------|---|
| <b>DIVISION:</b>        | Secondary Leading and Learning   | <b>DEPARTMENT:</b>      | Varies  |
| <b>TITLE CODE:</b>      | L3580, L3581, L3582, L3583       | <b>CONTENT BY:</b>      | <a href="#">Assistant Superintendent – Secondary Leading and Learning</a> |
| <b>GRADE:</b>           | 04, 06, 08                       | <b>COMPENSATION:</b>    | <a href="#">Ellie Kelly</a> – Human Resources                             |
| <b>UNIT:</b>            | NB (Non-Exempt)                  | <b>LABOR RELATIONS:</b> | <a href="#">Karlye Green, Ed.D.</a>                                       |
| <b>LAST BOARD APVD:</b> | 3/13/18                          | <b>CLASSIFICATION:</b>  | <a href="#">Beth Thedy, Ed.D.</a>   |
| <b>SCHEDULE:</b>        | <a href="#">8 Hrs. – 12 Mos.</a> |                         |   |

Deleted: Ellie Kelly – Human Resources

Deleted: Rick Morton

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| REV: | DATE:      | REVISION CONTROL:  | INITIATED BY:                 |
|------|------------|--|-------------------------------|
| 1.0  | 3/13/18    | Initial release  | Human Resources               |
| 1.1  | 3/11/18    | Update form  | Compensation                  |
| 1.2  | 8/13/18    | Updated from to combined style                                     | Compensation                  |
| 1.3  | 12/1/20    | New Format   | Human Resource                |
| 2.0  | 10/13/2021 | Updated level requirements and added current technology standards. | Ellie Kelly – Human Resources |
|      |            |  |                               |

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.