

PARKS, RECREATION AND LIBRARIES TECHNICIAN

DEFINITION

To perform a variety of administrative and technical duties in support of the Parks, Recreation and Libraries Department including park and landscape design, construction, maintenance, landscape architecture and renovation activities, fiscal tracking, and general administrative support; to provide highly responsible administrative support to departmental staff; to assist with the monitoring of budgets; and to track and report on grant related activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist with bid processes including the development of requests for proposal and bid packages; process addendums; attend bid opening; obtain contractual documents; and monitor use agreements and contracts.

Provide cost comparison information on department projects and programs.

Coordinate inspections for end of construction and warranty; compile punch list.

Receive, review, log and route project plans for review and comment; update computerized plan check tracking system; compile plan review comments; provide information to the public as it relates to projects.

Receive and respond to requests for information and questions from the general public, developers, and outside agencies.

Coordinate and process the deeding of private property to the department.

Establish and maintain systems for tracking and reporting technical and fiscal information; monitor activities and report progress.

Prepare, review and monitor of grant applications for Federal, State and local funding; assist with the tracking of grant expenditures; prepare reports for auditing purposes and respond to auditor findings.

Coordinate park construction standards review and update process; research and recommend new resources and trends; coordinate with other City departments.

For smaller projects, receive and review bids, select and oversee the work of contractors.

Coordinate activities of volunteer services in support of department projects; maximize and document volunteer participation.

Attend pre-construction meetings to review and discuss payment application process, certified payroll requirements and other administrative issues related to park projects.

Respond to and process a variety of contract related correspondence such as stop notices, payment errors, and change orders.

Research, compile and analyze data for special projects and the preparation of reports.

Perform a variety of general administrative tasks such as processing and tracking invoices, entering and monitoring budget information, monitoring and controlling expenditures, updating spreadsheets, overseeing the storage of files: and providing support to departmental staff.

Assist with the preparation and monitoring of an assigned budget.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of intermediate analytical research and project coordination.

Modern office equipment, methods, procedures, and computer hardware and software.

Principles of budget monitoring.

Techniques and principles of effective interpersonal communication.

Basic project management principles.

Principles and procedures of financial record keeping and reporting.

Ability to:

Provide technical support for park development projects.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret, explain and apply City and department policies and procedures.

Perform independent research in carrying out technical duties.

Collect, compile, analyze and present a variety of data in a meaningful way.

Develop and implement a variety of data collection and reporting systems.

Coordinate the development and monitoring of budgets; track and reconcile expenses.

Compose professional quality correspondence and letters.

Work weekends and evening shifts as required.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Three years of responsible technical experience that involved project coordination and management or administrative support or technical experience preferably in the subject area to which assigned. One year of lead responsibility is highly desirable.

AND

Training:

Equivalent to an Associate's degree from an accredited college or university.

License or Certificate

Parks, Recreation and Libraries Technician

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Possession of a valid California driver's license by date of appointment.

10-31-14

06-20-12 Parks, Recreation and Libraries Technician