



NCTPA Title: **SENIOR ADMINISTRATIVE TECHNICIAN**
FSLA: Non-Exempt
Salary Range: \$59,230 - \$73,354
Last Amended: 02/18/2015

JOB DESCRIPTION

Under general supervision, performs a wide variety of technical and clerical financial duties, for the Napa County Transportation and Planning Agency (NCTPA) and the Napa Valley Transportation Authority (NVTA). Records, reviews and reports on financial transactions; processes accounts payable and accounts receivable; reviews and coordinates all agency procurements based on policy; serves as Contracts Administrator on all agency contracts to ensure compliance; and performs other related duties as assigned.

The NCTPA is a joint powers organization consisting of County of Napa, the cities of American Canyon, Napa, St. Helena, Calistoga, and the Town of Yountville who are jointly engaged in the coordination of transportation planning, programs and systems.

CLASS CHARACTERISTICS

Under general supervision, the Senior Administrative Technician performs a wide variety of accounting, procurement, contract administration and administrative support duties. Work is generally at the technical level, requiring an incumbent to have knowledge of accounting practices, procedures, government procurement and contract administration, monitoring and evaluation.

SUPERVISION RECEIVED AND EXERCISED

General supervision is received from the NCTPA Program Manager-Finance or Senior Financial/Policy Analyst.

The incumbent may directly or indirectly supervise the work of subordinate clerical employees.

ESSENTIAL FUNCTIONS:

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

1. Performs a variety of technical accounting support duties in the preparation, maintenance and processing of accounting records and financial transactions.
2. Processes accounts payable; receives and reviews invoices for payment; verifies that goods or services were received; resolves vendor/contractor billing disputes; acts as agency representative for billing issues/inquiries; codes invoices to the appropriate budget unit/account; gathers required signatures and approvals; prepares a general ledger journal entry using either a manual or automated system; and works with the County of Napa Auditor-Controller staff regarding interagency accounting issues.

3. Processes accounts receivable; receives and codes checks or cash receipts with appropriate budget information and backup documentation; prepares journal entry into a manual or automated system; delivers deposits to the County Treasurer's Office.
4. Processes contract payment claims; reviews the contract language to ensure that request for payment is in compliance with the funding agreement; creates and maintains spreadsheets or other tools to track contract payment status; routes claims to appropriate managers for review and approval.
5. Creates journal entries and corrects or reclassify accounting problems as necessary within limits of authority; reconciles bank accounts and credit card statements; may recommend procedural changes to improve efficiency and accuracy.
6. As Procurement & Contract Compliance, reviews and coordinates all agency procurements; Request for Proposals; Request of Qualifications; Work Orders; and Purchase Orders based on policy. Serves as Contracts Administrator on all agency contracts to ensure compliance with negotiated terms and conditions.
7. In coordination with the Executive Director and the General Counsel, works with agency staff to provide procurement expertise for procurements.
8. Serve as Agency's Disadvantage Business Enterprise Liaison Officer (DBELO).
9. Sets up and maintains file systems pertaining to department administrative activities; researches, gathers and compiles data for special projects and various reports.
10. May recommend office procedural changes to improve efficiency.
11. Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Experience: Three years of responsible technical administrative experience, including at least one year working in a public agency setting.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Standard office practices and procedures.
- Principles and methods of program and contract administration, monitoring and evaluation.
- Record-keeping principles and techniques, including filing systems and procedures.

- Basic mathematics; basic spelling, punctuation and grammar.
- Methods of compiling, computing and presenting statistical information.
- Modern office procedures, practices, and equipment, including computers and applicable software.
- Basic organizational structures of public agencies including the role of an elected Board, volunteer committees and commission members.

Ability to:

- Read, understand and apply written regulations and other job-related materials.
- Understand and follow detailed instructions.
- Code and sort items into categories.
- Review information for accuracy and procedural conformance.
- Maintain confidentiality of information.
- Perform multiple tasks simultaneously.
- Make decisions exercising moderate independent judgment.
- Perform tasks in compliance with policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with staff, other agencies, the private sector, and the public.
- Operate a personal computer with word processing, spreadsheet, and database programs.

REQUIRED LICENSES OR CERTIFICATES:

Possession of a valid California driver's license is required.