



Job  
posting

## **Program Assistant III**

*(Administrative/Program Technician III)*

*Unit: Business Services*

**Salary: \$41,836 - \$52,248 Annually**

*(Location: Fairfield)*

*Internal Posting Dates: 10/29 through 11/09*

*External Posting Dates: 11/05 through 11/09*

***Please see Human Resources for:***

***Official Job Application***

***Job Descriptions***



**WORKFORCE DEVELOPMENT BOARD  
OF SOLANO COUNTY**

***ADMINISTRATIVE/PROGRAM TECHNICIAN III***

**JOB DESCRIPTION**

**\$41,836 - \$52,248**

**Annual Salary**

**Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.**

**DEFINITION**

Under the direction of a Division Manager or a Unit Coordinator, performs a variety of advanced and complex clerical and technical assignments required of a specific division or unit of the Workforce Development Board (WDB) of Solano County, Incorporated. Depending on the assignment, general functions include but are not limited to MIS document review and data entry, Accounts Payable and Bookkeeping functions. May act as support staff lead/coach, and/or may be required to mentor newly hired peer/support staff. Driving on behalf of the agency is a requirement for this position. The positions in this classification are non-exempt. This position is represented by Service Employee International Union (SEIU) Local 1021.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from all other classes by its advanced level of clerical and technical responsibilities. May be responsible for day-to-day supervision of subordinate staff.

**ESSENTIAL FUNCTIONS OF THE CLASSIFICATION**

*Additional essential position functions are described in the specific functional descriptions.*

Specific essential position functions are described in the individual position descriptions. May act as support staff lead/coach, and/or may be required to mentor newly hired peer/support staff.

**MINIMUM QUALIFICATIONS AND EMPLOYMENT STANDARDS**

**Knowledge of**

- Thorough knowledge of modern office management principles, practices, and procedures;
- Thorough knowledge of the operation of word processors, and other office equipment, as well as various data management software programs;
- Thorough knowledge of business English, vocabulary, spelling, grammar, punctuation

and math;

- Working knowledge of time management and project organizational methods; and,
- Working knowledge of the basic principles, methods, and procedures of employment and training programs.

### **Skills**

***Specific skills are described in the individual functional position description***

- Refer to the specific Functional Description for which you are applying.

### **Abilities**

- Maintain confidentiality of files and privileged information;
- Perform varied and complex clerical work involving independent judgment with accuracy and speed;
- Relate effectively to persons from various socio-economic backgrounds;
- Assemble and organize data and prepare reports from such information;
- Work effectively in a team environment;
- Work independently, exercising sound judgment, tact, and discretion;
- Work mathematic and statistical computations; and,
- Prioritize and oversee the work of subordinate staff.

### **EDUCATION AND GENERAL EXPERIENCE**

Graduation from high school or GED, with a minimum of three years related full-time paid experience in the field of accounting, management information systems, or as an executive assistant (depending upon the specific functional position applying for). Additional course work at the college level is highly desirable, as well as previous experience supervising support or volunteer staff;

**Substitution:** Three years of recent experience, plus one year of experience adequately performing the functional assignments of an Admin/Program Technician II assigned to the specific unit for which you are applying.

### **SPECIAL REQUIREMENTS**

Possession of a valid California Class C Driver's License, current automobile insurance and reliable private transportation, or is able to provide suitable transportation approved by the Board.

### **WORKING CONDITIONS**

Primarily inside work at various One-Stop locations, and will be exposed to normal office noise. May be required to attend meetings, visit various training facilities, worksites, etc.

**PHYSICAL DEMANDS**

May occasionally be required to do minor lifting, not to exceed 20 pounds. Position will require some repetitious work such as data entry, typing, word processing, ten-key, filing, etc.

**ADDITIONAL REQUIREMENTS OF THIS POSITION**

- Possess (or ability to obtain prior to employment), a valid Class C California Driver's License and automobile insurance;
- Provide reliable transportation for routine travel on agency business;
- Must possess and maintain an acceptable driving record that will meet the Employer's Insurance Carrier's Standards. This cannot be waived.
- Regular attendance and punctuality are part of all employees' job responsibilities. It is the employer's expectation that all employees are present and on time every day.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

***PROGRAM ASSISTANT III***  
**A/P Technician III**

**FUNCTIONAL DESCRIPTION**

**\$41,836 - \$52,248**  
**Annual Salary**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under the direction of a Division Manager or Unit Coordinator, performs a variety of advanced clerical and technical assignments required of a specific division or unit of the Workforce Development Board (WDB) of Solano County, Incorporated. Examples of duties include but are not limited to performing a variety of difficult and complex clerical and administrative functions for the assigned division; types and proofreads various documents and verifies data for accuracy; customer service responsibilities in person or by telephone; coordinate agency travel. Driving on behalf of the agency is a requirement for this position. This is a non-exempt position. This position is represented by service Employee International Union (SEIU) Local 1021.

**ESSENTIAL FUNCTIONS OF THE POSITION**

*In addition to the essential functions described in the A/PT III classification description, other essential responsibilities and duties may include, but are not limited to, the following:*

- Performs a variety of difficult and complex clerical and administrative functions for an assigned division such as: typing contracts, reports, professional service agreements, budgets, and other difficult and complex correspondence from rough draft, marginal notes, general instructions, and/or transcription machines;
- Performs duties of a secretarial nature for all standing, as well as Ad Hoc, Committees established by the WDB; i.e. take meeting minutes; type and distribute minutes to committee members, oversee agenda package preparation and distribution;
- Assembles and tracks information from various sources, arranges information in proper format, and maintains agency files;
- May take a lead role in developing, implementing and maintaining telephone, mail, FAX and filing system procedures for an assigned division, as well as maintaining unit filing system;

- May relieve the Division Manager, and/or Coordinator of administrative details such as coordinating with the appropriate departments to request telephone and office machine installations, office supplies and routine fixed assets, etc.;
- Assists the Division Manager, and/or Coordinator with complex and confidential administrative matters, including the typing of correspondence and other material requiring the application of subject matter;
- Assists the Division Manager, and/or Coordinator and staff with setting appointments, processing invoices, scheduling, attending and assisting in workshops;
- May screen reports for completeness and accuracy, develop customer relations materials such as advertisement flyers for specific unit programs, etc., as well as compose routine letters and correspondence using correct grammar, punctuation and spelling and/or proofreads copy;
- As required by a the Corporate Affairs Division, may process travel arrangements including airline, conference, and accommodation reservations;
- Assists in the development and logistical arrangements for meetings, conferences, and retreats;
- Assists the public and answers more technical requests for information by: fielding customer calls and solving problems when they arise, consulting various available sources, referring them to sources of information and/or by handing out standard forms and explaining how to complete them;
- Maintains and distributes supplies for a specific division or unit; and
- Performs other job related duties as required

**Knowledge Of** *(In addition to the qualifications in the A/PT III Job description)*

- Thorough knowledge of organizing a monthly meeting agenda process which includes finalizing agenda items, copying and binding the material, as well as package distribution;
- Thorough knowledge of event planning, room scheduling, site coordination, travel arrangements, unit coordination;
- Working knowledge of Robert's Rules of Order; and
- Purpose and goals of the Workforce Innovation and Opportunity Act (WIOA).

**Skills**

- Accurately type finished copy from rough draft or transcription machine at a minimum typing speed of 40 words per minute;

**Ability To** *(In addition to the qualifications in the A/PT III Job description)*

- Establish and maintain cooperative relationships with management staff, co-workers and the general public;
- Organize and prioritize work assignments;
- Understand and follow complex verbal and written instructions, as well as speak and articulate information to the public and/or staff;
- Assist in the oversight of other clerical staff assigned to the Unit;
- Project initial positive agency image over telephone, as well as in person; and
- Operate technical software programs at an advanced level (i.e., Microsoft Word, Microsoft Excel, Power Point, etc.)

**ADDITIONAL REQUIREMENTS OF THIS POSITION**

- Possess (or ability to obtain prior to employment), a valid Class C California Driver's License and automobile insurance;
- Provide reliable transportation for routine travel on agency business;
- Must possess and maintain an acceptable driving record that will meet the Employer's Insurance Carrier's Standards. This cannot be waived.
- Regular attendance and punctuality are part of all employees' job responsibilities. It is the employer's expectation that all employees are present and on time every day.