

**WEBB COUNTY  
JOB DESCRIPTION**

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**TITLE:** Administrative Technician  
**DEPARTMENT:** Community Action Agency  
**SLOT NUMBER:** 2159  
**REVISION DATE:** March 26, 2013

**CERTIFIED**

**MAR 26 2013**

By Webb County  
Civil Service Commission

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**JOB SUMMARY:**

Coordinates and manages program direct client services and expenditures and related monthly reports; and ensures that all program guidelines are in compliance with established local, state and federal agencies. The Administrative Technician coordinates and maintains effective payment processing procedures, including but not limited to: maintaining and seeking vendor agreements with State Energy Providers, verifies each processed commitment for accuracy before a pledge is submitted, submits pledges to the energy providers based on allowable expenses per program, maintains accurate financial logs for each of the community centers, maintains a accurate number of amounts pledged per month per energy provider, issues maintains an accurate number of payments processed through the Auditor's office and processes all Request for Payments. The Administrative Technician shall maintain harmonious working relationships with other agency employees. The Administrative Technician shall report directly to the CSBG project coordinator and ensures that departmental goals and objectives are established and are synchronous with Agency goals and objectives.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for monthly direct client services expenditure reports.
- Responsible for monthly expenditure reports to the Funding Agencies.
- Must maintain accurate financial logs for all community centers.
- Must maintain a Vender Agreement log which shall be reset on an annual basis.
- Must maintain accurate numbering system for all requests for payments.
- Must be able to review all commitments and attached documentation for program expenditure compliance and make the necessary adjustments.
- Must be able to verify the submission of all pledges to the relevant Energy Provider and insure they are accurate and in a timely manner.
- Responsible for the preparation of all Direct Client Services request for payments in accordance with program guidelines.
- Must be able to verify the submission of necessary vendor documentation to the Treasurer's Department for the processing of payments.
- Responsible for reporting any wrong doing, tampering with government records, suspected fraud or any program violations to the Executive Director. If the Executive Director is suspected of any of the above violations, then reporting will be made to the Advisory Board President.
- Must be able to maintain a high level of Confidentiality.
- Must have a good personal appearance.
- Perform other duties as assigned by the Executive Director.

**QUALIFICATIONS STANDARDS:**

- Must possess an Associate's Degree from an accredited college or university.
- Must have 1 year of Office Management skills.
- Must have 1 year experience in Bookkeeping or Accounting.

**SKILLS AND ABILITIES:**

- Ability to communicate in English and Spanish.
- Must have knowledge of standard office equipment including personal computer and software programs.

**PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 25 lbs.

**OTHER REQUIREMENTS/INFORMATION:**

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

**SUPERVISORY:**

- Supervised directly by CSBG Project Coordinator.

**ACKNOWLEDGEMENT:**

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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Employee Signature

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Supervisor Signature

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Printed Name

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Printed Name

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