CITY OF RICHMOND
Department of Human Resources
900 East Broad Street, Suite 902
Richmond, VA 23219
804-646-5660
https://www.rva.gov/

INVITES APPLICATIONS FOR THE POSITION OF:
Administrative Technician, Senior*

An Equal Opportunity Employer

SAALARY
$15.56 - $27.91 Hourly  $32,364.80 - $58,052.80 Annually

ISSUE DATE: 05/28/22
FINAL FILING DATE: 06/11/22

THE POSITION

Hiring Range: Up to $45,208

The City of Richmond Department of Procurement Services is growing and currently seeking a qualified candidate for the position of Administrative Technician, Senior to support the Administrative Team at City Hall 900 E. Broad Street, Richmond Virginia. The selected individual will provide skilled clerical and specialized administrative support as front desk receptionist and an administrator of various programs.

DUTIES INCLUDE BUT ARE NOT LIMITED TO

- Managing the front desk within the Department of Procurement Services (DPS);
- Logging and securing all incoming proposals and bids;
- Managing department calendars, conference rooms, supplier meetings and directories;
- Administering programs including Certificates of Insurance, Project Status Reports, Surplus Property and Records Management;
- Communicating with client agencies and suppliers;
- Ensuring all online supplier registration forms are accurately completed and updated;
- Providing administrative support to DPS Director, Deputy Director, Office Manager and Contracting Officers.

QUALIFICATIONS, SPECIAL CERTIFICATIONS AND LICENSES

KNOWLEDGE, SKILLS, AND ABILITIES:

This position requires considerable computer proficiency, including Microsoft Outlook, Word and Excel. Must possess the ability to think strategically, manage time effectively, multi-task and problem solve. This position will demonstrate excellent customer service and be adept at learning new industries/companies, products, or technical knowledge and effectively conveying that

https://agency.govtngtjobs.com/richmond/job_bulletin.cfm?jobID=3572446&sharedWindow=0
knowledge. Must write and communicate effectively with internal and external clients at all levels. This position will be able to support a team/staff and work independently in a fast-paced environment with minimal supervision. Must be able to maintain confidentiality.

MINIMUM TRAINING AND EXPERIENCE:

- High School Diploma or GED;
- Three years of related clerical or office support experience;
- An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification;
- No Special Certification or License required.

PREFERRED TRAINING AND EXPERIENCE:

- Excellent written and verbal communication skills;
- Strong Microsoft Outlook, Word, Excel and SharePoint;
- Customer service and data entry experience is a plus.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

APPLICATIONS MAY BE SUBMITTED ONLINE AT:
https://www.rva.gov/

EXAM #84M00000002
ADMINISTRATIVE TECHNICIAN, SENIOR*

Administrative Technician, Senior* Supplemental Questionnaire

* 1. 10-point compensable veteran. You must have an existing compensable service-connected disability of 10 percent or more. Other 10-point veteran include disabled veteran or a veteran who was awarded the Purple Heart for wound or injuries received in action, veteran's widow or widower who has not remarried, wife or husband of a veteran who has a service-connected disability, widowed, divorced or separated mother of an ex-service son or daughter who died in action, or who is totally and permanently disabled. Do any of these apply?

☐ Yes  ☐ No

* 2. 5-point veteran's must have been discharged under honorable conditions and had one of the following: Active duty in the Armed Forces of the United States, in a war, or during the period 4/28/52-7/1/55 or active duty for more than 180 consecutive days other than for training, any part of which occurred during the period beginning 2/1/55 and 10/14/76 or active duty during the Gulf War sometime between 8/2/90 - 1/2/92 or active duty in a campaign or expedition for which a campaign badge has been authorized or active duty for which more than 180 consecutive days other than for training, any part of which occurred during the period beginning 9/11/2001 and ending on the date prescribed by the Presidential proclamation or by the law as the last date of operation Iraqi Freedom. Do any of these apply?

☐ Yes  ☐ No

3. Are you a current City of Richmond employee?
* 4. Which answer best describes your highest level of education?
   - [ ] High School Diploma/GED
   - [ ] Some College
   - [ ] Associate's Degree
   - [ ] Bachelor's Degree
   - [ ] Master's/Advanced Degree
   - [ ] None of the above

* 5. Which answer best describes your years of experience working in an Administrative/Receptionist role?
   - [ ] Less than one year of experience
   - [ ] One to three years of experience
   - [ ] More than three years of experience

* 6. Which best describes your level of knowledge and experience with Enterprise Resource Planning (ERP) software programs or the City's Oracle (RAPIDS/CORERP) system?
   - [ ] Beginner Level
   - [ ] Intermediate Level
   - [ ] Advanced Level
   - [ ] No experience

* 7. Which best describes your level of knowledge using Microsoft Office Suite Programs?
   - [ ] Beginner Level
   - [ ] Intermediate Level
   - [ ] Advanced Level
   - [ ] No experience

* 8. Which best describes your level of knowledge and expertise using Microsoft Excel?
   - [ ] Beginner Level
   - [ ] Intermediate Level
   - [ ] Advanced Level
   - [ ] No experience

* 9. Describe your level of experience working in a high-level customer service environment. Check all that apply.
   - [ ] Face-to-face contact
   - [ ] Telephone contact
   - [ ] Written correspondence
   - [ ] Internet/electronic email contact
   - [ ] No experience

10. In the space below, please explain how your education, training and work experience has prepared you for this opportunity.

* Required Question