



DEPARTMENT OF  
**HUMAN  
RESOURCES**

**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*

**SALARY**

\$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

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 #84M0000002  
 ADMINISTRATIVE TECHNICIAN, SENIOR\*  
 RA

### **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?

- Yes
- No

- \* 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