General Statement: The U.S. Constitution mandates that the U.S. Census Bureau conduct a general count of its population every 10 years. The next nationwide decennial census will take place in the early part of 2020. Local, state, and Federal governments use the decennial census for the purposes of apportioning their districts, and the Federal government uses it to distribute approximately $600 billion dollars in Federal funds annually among tribal, state and local governments to fund critical programs, social services and infrastructure projects. The State of California depends on census data and Federal funds to deliver quality services to its residents. The California Complete Count Committee - Census 2020 Initiative is comprised of a broad-based coalition of community organizations, advocates, the private sector, interfaith communities, and philanthropy all working together to inform, educate and mobilize all Californians to get counted in 2020.

ABOUT THE ROLE

Under the supervision of the Deputy Director of Outreach, the Office Technician performs a wide-variety of administrative assignments and support to the California Complete Count-Census 2020 (Census). The position interacts professionally and accurately with Governor’s Office (GO) staff, State Officials, Agency and Department staff, constituents and the general public.

Duties and Responsibilities include, but are not limited to:

65% Provide administrative and technical support to the Outreach Team and Regional Program Managers’ (RPMs), as follows:

- Assist in updating business procedures, flow charts, workplans
- Create and update spreadsheets and other documents as needed
- Ability to analyze invoice activity and problem solve
- Data analysis, research, data entry and charts
- Maintain filing systems, contacts database, other resources
- Assist & attend special events as needed (e.g., implementation workshops in SoCA) and provide logistics support for such events
- Logistics and IT support including but not limited to copying, printing, scheduling, IT trouble-shooting etc.
- Support with SwORD for RPMs (research, data, inputs, etc)

- Serve as the office receptionist responsible for receiving telephone inquiries, incoming correspondence and deliveries; greet visitors to the office and assists in determining their needs; provide clerical assistance to Census staff including typing, formatting and proofreading correspondence, reports and spreadsheets; disseminate incoming mail and email messages to proper Census staff; maintain correspondence and office action log and ensures timely responses to office inquiries; assist in maintaining the Census calendar, including the scheduling and preparation of conference rooms for meetings and other events.

15% Maintain and order supplies and general equipment, file, track and monitor invoices for proper accounting; maintain inventory of office equipment and office keys. Set up and maintain office files; create and maintain administrative binders and assist with the preparation and mailing of public records act requests.

10% Provides support to Regional Program Managers with travel arrangements and preparation of travel documents.

5% Serve as the Census liaison with Headquarters business services staff regarding facilities needs such as needed repairs for lighting, heating and cooling and general furniture repairs; arrange for removal/replacement of confidential paper bins and recyclables. As the liaison with Headquarters for IT needs; arrange for repair and service of Census IT and office equipment. Maintain inventory of Census IT equipment.

5% Other duties as required.

**Actions and Consequences**

Inadequate performance by the incumbent may delay work performed by others in the CCC or compromise deliverables to our customers, Agency, legislature or the GO.

**Functional Requirements**

This position may require working in a high-rise building under fluorescent lighting with sufficient temperature control, in close proximity with other employees and utilizes typical office equipment, such as telecommunications equipment, computers, photocopiers/scanners, and fax machines. Laptops and other state equipment used for travel must always be secured. Standing, bending, walking, and stooping are required.
I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

____________________________________   _____________________
Employee Signature       Date

____________________________________
Printed Name