



ADMINISTRATIVE INTERN

(Assignment in the Recreation Services Division)

Temporary; Part Time; At-Will Employment

\$13.58 - \$16.50 per hour

Filing Deadline: February 26, 2018 at 5:00p.m., or first 100 applications (whichever occurs first)

Applications MUST be submitted online at www.CalOpps.org

POSITION:

The Community Services Department is seeking an administrative intern that is eager to learn and assist staff in performing a wide variety of duties in the front desk operations, assisting customers, creating marketing materials, developing reports, troubleshooting community center equipment, inventory, general filing, daily deposits, assisting administrative staff with program coordination. This is an "at-will" employment opportunity of the City of San Pablo, without expectation of indefinite employment and may be terminated at any time without cause and within the total discretion of the appointing authority.

QUALIFICATIONS:

Knowledge of:

- Experience in customer service
- English spelling, usage of grammar and punctuation
- Modern office practices, procedures, and equipment
- Efficient use of Microsoft Office programs such as Outlook, Word and Excel
- Bilingual (English/Spanish) is a plus

Ability to

- Utilize a computer for data processing and report preparation
- Learn to accurately use participation registration software
- Assist staff with various work assignments (flyers, translations, marketing and outreach)
- Maintain neat and accurate files and records
- Handle basic financial reporting and money reconciliation
- Effectively multi-task between assisting customers and co-workers

EXAMPLE OF DUTIES

- Assisting customers
- Answering phone calls
- Create marketing materials
- Generate reports
- Inventory program supplies
- General filing
- Process registrations, collect payment and process daily deposits

- Assist administrative staff with program coordination
- Translate documents

Experience and Education

Any combination of education or experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be current enrollment in an accredited college or university in an undergraduate or graduate program related to Public Administration, Business Administration, Recreation, or a closely related field.

Supplemental Questions:

1. Briefly describe your experience in the utilization and management of a database and any software program(s) you are familiar with, and your proficiency with each (beginning, intermediate, advanced).
2. What does good customer service look like to you?
3. Do you speak any languages other than English, if so, what language and at what skill level?

Application/Selection Procedures:

Applications will only be accepted online at www.CalOpps.org. Please click on the "Member Agency" button at the top of the page and select the City of San Pablo link. For general questions, call the Personnel Department at (510) 215-3000. Applications must be submitted to CalOpps by the date and time listed on the job announcement. Applications not submitted by the posted date and time, or after the first 100 applications are received, will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list. **Background Investigation and Pre-employment Medical Examination:** The successful candidate will undergo a background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing. **Americans with Disabilities Act (ADA):** Please contact the Personnel Department on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). **Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. **Drug-Free Workplace Policy:** In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

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