



Now Accepting Applications for

ADMINISTRATIVE SECRETARY

(Full-time 37.5 hrs. per week)

Hourly Pay Range

(A) \$29.60 (B) \$31.08 (C) \$32.64 (D) \$34.27 (E) \$35.98

Filing Deadline: June 24, 2018 at 5:00 p.m., or first 100 applications (whichever occurs first)

Applications MUST be submitted online at www.CalOpps.org

THE POSITION

The Community & Economic Development Department is a One-Stop Permit Center for the City of San Pablo, issuing building and planning permits and coordinating the city's economic development efforts. This Administrative Secretary position will manage the clerical support function and assist the department head with complex secretarial and administrative duties. The selected candidate will participate and assist in the administration of the department; prepare comprehensive reports, compile annual budget requests, and recommend expenditure requests for designated accounts. He/she may also serve as Secretary to the Planning Commission, preparing the agenda, assembling background materials, and taking minutes of the meeting and may also supervise other clerical staff. Candidates with demonstrated experience managing grants, and/ or having experience in City Planning or the Building Trades are encouraged to apply. Ability to communicate in Spanish is a plus.

DUTIES: Duties may include but are not limited to the following:

Essential

- Compose routine correspondence not requiring the department head's personal attention.
- Maintain appointment schedules and calendars.
- Act as a receptionist, screen calls and visitors, and refer inquiries as appropriate; respond to complaints and requests for information regarding the intent of instructions, precedents and regulations.
- Participate and assist in the administration of the department; prepare comprehensive reports, compile annual budget requests, and recommend expenditure requests for designated accounts.
- Take and transcribe dictation from shorthand notes or transcribing machine recordings.
- Recommend organization or procedural changes affecting clerical activities.

- Relieve the department head of routine personnel, budget, payroll and purchasing duties.
- May serve as a back-up for other clerical staff as necessary.
- Research, compile, and analyze data for special projects and various reports.
- Initiate and maintain a variety of files and record for information such as payroll, attendance, budget, production and cost records; maintain manuals and update resource materials.
- Make appointments and arrange travel, conferences and meetings.
- May serve as Secretary to a board of commission, preparing the agenda, assembling background materials, and taking minutes of the meeting.
- May supervise, train, and evaluate subordinates.

Important

Perform related duties as assigned.

QUALIFICATIONS: The following are the minimum requirements for the position:

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Record keeping principles and procedures.
- Modern office methods, procedures, and equipment and business letter writing.
- Organization, procedures, and operating details of the City department to which assigned.
- Principles of supervision, training, and performance evaluations.

Ability to:

- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Communicate effectively, orally and in writing.
- Work cooperatively with other departments and outside agencies.
- Interpret and apply departmental policies, laws, and rules.
- Type at a speed of 60 net words per minute.
- Operate a word processor computer terminal may be required.
- Take dictation or transcribe from a dictating machine at a speed necessary for adequate job performance.

- Work independently in the absence of supervision.
- Analyze situations carefully and adopt effective courses of action.
- Compile and maintain complex and extensive records and prepare reports.
- Understand and carry out oral and written directions.
- Supervise, train, and evaluate subordinates.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible clerical or secretarial experience including one year experience comparable to that of a Senior Administrative Clerk in the City of San Pablo.

Education:

Equivalent to the completion of the twelfth grade including or supplemented by specialized clerical courses as needed.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: between 3 to 8 hours of sitting and finger dexterity; up to 3 hours of standing, walking, bending, twisting turning, firm grasping, reaching forward or overhead, talking (face-to-face, verbal contact or public speaking); pinch grasping, hand-eye-foot coordination, far vision accuracy; up to 3 hours of carry, lifting or pushing/pulling less than 25 lbs.; 3 to 6 hours of near vision accuracy; up to 3 hours of conversations; up to 6 hours of telephone conversations.

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, comprehending and following instructions; detailed, uninvolved instructions; standard problems; simple to complex- reading, writing, and math skills; clerical, synthesizing, coordinating, analyzing, computing, copying, comparing, supervising, serving, setting-up, operating-controlling; performing from simple, repetitive, tasks to varied, complex assignments; maintain work pace, influencing other people, relating to other people, evaluating; generalizing; and responsibility for direction.

WORK ENVIRONMENT:

Work is performed indoors and outdoors; using a computer and other office equipment; working alone; working around or with others.

BENEFITS

- **Retirement: Retirement** - Public Employees' Retirement System (CalPERS) 2.5% @ 55 for "classic" members (employee pays 10.3% of salary); 2.0% @ 62 for new PERS members (employee pays 6.25%)
- **Medical Plan:** Choice of CalPERS Health Plan providers
- **Dental Plan:** Delta Dental Plan of California with orthodontia coverage for children
- **Dual Medical Coverage:** Employees who have medical coverage through another source (e.g. spouse), will have the option to receive in cash, \$500 or \$350 (taxable) or to contribute the amount towards an existing Deferred Compensation Plan
- **Flex Benefits/ Cafeteria Plan:** City Pays \$450 per year
- **Vacation:** 60 hours to 180 hours per year
- **Sick Leave:** 72 hours per year
- **Life Insurance:** 60,000 policy
- **Holidays:** Paid 13 days per year
- **Floating Holiday:** initially prorated based on the hire date; then 1 day for the following years.
- **Employee Assistance Program:** Generous number of counseling sessions per year; available to employee and eligible family members
- **Educational Incentive Program:** \$5200 per year
- **Flexible work schedule:** Every Friday OFF, normal hours Monday thru Thursday (7:30 AM – 6pm)

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 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 complete 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.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS: please answer the following questions.

1. Describe a circumstance when you provided the best customer service.
2. Describe your experience working in a fast paced environment and the positive and challenging aspects of that work.
3. Summarize your experience as a Secretary as related to this job, specifically managing budgets, special projects, and as a supervisor.