

Administrative Assistant

Open Competitive Examination

THE POSITION

The City of San Fernando is seeking a highly motivated, energetic, creative, and responsible Administrative Assistant in the Community Development Department.

Under general supervision, provides difficult, responsible and specialized administrative and office management support duties; creates and maintains department-specific reports, records and files required for work processes; assists in budget development and tracking; assists in personnel actions; performs public counter duties; Performs other related work as assigned.

IMPORTANT AND ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Provides clerical and administrative support to one or more division heads, managers, supervisors or professionals; using standard office software, composes and/or types memoranda, correspondence, reports, agreements, contracts, marketing materials, presentations, spreadsheets, forms and other documents; responds independently to phone calls, correspondence and email inquiries regarding a variety of department matters.
- Creates, develops, maintains and updates specialized and custom forms, databases, logs, files, records and reports to support technical work processes in areas of responsibility; tracks and maintains federal, state and regulatory required data, permits, certifications and training, and prepares for submission to authorities.
- Maintains records in the form of blueprints, drawings, sketches, plans and specifications, using traditional and electronic media tools and techniques; maintains physical and electronic records, filing systems and requests including work order tracking records.
- Prepares, assembles and issues Requests for Proposals, Requests for Quotations and other contractor solicitations; assists departments and staff in the preparation of Scope of Work documents; prepares agreements, facility and equipment leases and other documents required to implement and monitor contractor activities; obtains all necessary approvals/signatures and monitors the review process to ensure timely completion.
- Creates and tracks payment of invoices for City and departmental services and programs; prepares and processes requisitions, purchase orders, travel requests and check requests; verifies the accuracy of expense reports, credit card activity, receipts and invoices; creates spreadsheets and manages databases to track purchases made on purchase orders; ensures invoices are compliant with contracts; validates information with vendors.

IMPORTANT AND ESSENTIAL DUTIES

(continued)

- Maintains spreadsheets and databases to track Key Performance Indicators (KPIs), department and project documentation; may participate in grant administration functions including collecting basic program data, generating performance reports and track multiple funding sources.
- Oversees the development and coordination of departmental special events; assists with setup and cleanup for various meetings and events; contacts vendors for food orders, marketing materials, supplies and audiovisual equipment; handles other meeting and event logistics including soliciting volunteers.
- May provide guidance and direction in the work of lower-level staff; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with City standards.
- Attends and serves as recording secretary to assigned commissions; makes all meeting arrangements including preparation and posting of agendas and notices; prepares and distributes agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes; prepares and distributes decision letters and outcome notices.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
- Basic research methods and data analysis techniques.
- Federal, state and local laws, regulations and court decisions governing area of assignment.
- City organization, rules, policies and procedures applicable to departmental operations.
- The City's general accounting system and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
- City policies, procedures and rules regarding bidding process, budgeting, purchasing and travel/ training and expense reporting.
- Practices and techniques of sound business communication
- Provisions of the Public Records Act.
- Safety policies and safe work practices applicable to the work.
- Records management, recordkeeping and filing practices and procedures.
- Modern office machines, standard business software and specialized database and spreadsheet applications.

MINIMUM QUALIFICATIONS

(continued)

ABILITY TO:

- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Analyze problems, evaluate alternatives and recommend effective courses of action.
- Research and interpret data, either in basic statistical or narrative form.
- Prepare, administer and monitor a department budget and anticipate future budgetary needs.
- Maintain sensitive and confidential information.
- Reach sound decisions in accordance with City policies and procedures.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Use tact and diplomacy in dealing with difficult issues, situations and concerned people.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and speak Spanish (highly desirable).

EXPERIENCE AND TRAINING GUIDELINES

A typical way to obtain the knowledge, skills, and abilities would be the following:

EXPERIENCE: Five (5) years of progressively responsible experience in administrative, financial, and/or technical support functions is required.

TRAINING: Graduation from high school or GED equivalent is required. Completion of college-level course work is highly desirable and may be substituted for up to two years of the required experience on a year-for-year basis.

SPECIAL REQUIREMENTS: Must possess a valid California Class C driver's license and insurability.

PHYSICAL REQUIREMENTS: Essential duties require the following physical abilities and environmental conditions:

Required to regularly sit, walk and stand; required to talk and hear; reach with hands/arms; feel and handle objects using hands and fingers; operate tools or controls using hands and fingers; perform repetitive movements with hands and wrists; frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

SALARY AND BENEFITS

\$50,604-\$62,652 per year

RETIREMENT: Public Employees' Retirement System (PERS), 3% @ 60 and 2% at 55 formulas for Classic members, depending on hire date; and 2% @ 62 for PEPRA members. All are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

MEDICAL INSURANCE: As part of a full flex Cafeteria Plan, employee receives a monthly flex dollar allowance (\$970.08 Single; \$1,672.40 Two Party; and \$2,247.52 Family) to apply toward medical, dental, and vision benefits offered through the City insurance plans.

LIFE/AD & D INSURANCE: City pays for \$50,000 term life/AD & D insurance policy. Additional voluntary purchase (at group rate) of up to \$100,000 for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

VACATION LEAVE: Accrual varies based on years of service, and ranges from 10 days (80 hours) per year for 0-4 service years to 20 days (160 hours) for 15 service years or more.

SICK LEAVE: 12 days per year- Maximum accumulation of 100 days (800 hrs.) – Accumulation in excess of the maximum is paid at the end calendar year at the rate of 35% of the employee's regular rate of pay.

HOLIDAY: 13 Paid Holidays per year.

UNIFORM ALLOWANCE: Uniforms are provided and replaced where applicable, as per Department requirements.

OVERTIME: Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

CALL BACK TIME: Any general employee called back to work other than as a continuation (immediately preceding or following) of their regular established work schedule, will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. The minimum period to be compensated for call backs shall be 2 hours.

BILINGUAL BONUS: \$100 Bilingual pay per month to eligible employees.

LONGEVITY: 3% longevity salary increase after 10 years of continuous service. Additional 1% after 20 years and 1% after 30 years.

TUITION REIMBURSEMENT: City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year.

APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications, and late applications will not be considered. All applications are screened for relevant education, experience and/or licensing requirements. Those persons most qualified may be required to compete in any combination of written, oral, or performance examinations. Candidates who successfully pass the examination process are placed on an eligibility list. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at city expense.

You may pick-up an application at San Fernando City Hall (117 Macneil Street, San Fernando); OR via email (personnel@sfcity.org); OR you may download an application online (SFCITY.ORG/Hiring-Now).

Please forward all correspondence and questions to:

***CITY OF SAN FERNANDO
PERSONNEL DIVISION
117 MACNEIL STREET
SAN FERNANDO, CA 91340
(818) 898-1221***

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, and handicapped status in employment or the provision of services.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.



INVITES APPLICATIONS FOR

Administrative Assistant

Open Competitive Examination

SALARY

\$50,604 - \$62,652 Per Year

(Plus Excellent Benefits)

FILING DEADLINE:

**OPEN UNTIL FILLED
APPLY IMMEDIATELY**

**FIRST REVIEW:
FRIDAY, AUGUST 26, 2022**