



CITY OF SAUSALITO

420 Litho Street, Sausalito CA 94965

Attn: Human Resources Manager

(415) 289-4130

spaterson@ci.sausalito.ca.us

ADMINISTRATIVE AIDE

(\$4,210/month)

Note: a COLA is due on July 1, 2017

One Full-time Positions in the Administrative Department Application Deadline: Friday, November 4, 2016 by 5:00pm

JOB DUTIES:

The City of Sausalito is seeking an enthusiastic, seasoned Administrative Aide to provide technical, paraprofessional, and customer support to the Administrative Office.

Under the supervision of the City Clerk/Assistant City Manager, provides a variety of responsible office support activities to the Department, which may include word processing, data entry and organization, website maintenance, telephone and counter reception, accounts payable and receivable, record keeping, report preparation, copying and filing; provides information and assistance to the general public; and performs related work as required.

The successful candidate will have exceptional communication, organizational, and interpersonal skills. Appointments will be based on experience and overall qualifications.

TYPICAL DUTIES FOR THE POSITION INCLUDE:

Depending upon assignment, duties may include, but are not limited to, the following:

- Provides administrative support to the City Clerk's office, Human Resources Department and the Finance Department,
- Performs a wide variety of complex and difficult clerical duties to support departmental operations,
- Assembles, copies, collates, posts, mailing of notices, and distributes a variety of documents, including meeting packet preparation; ensures proper filing of copies in departmental or central files.
- Screens calls, visitors, and incoming mail.
- Maintains and updates departmental record systems and specialized databases; enters and updates information with departmental activity, inventory files, and report summaries; retrieves information from systems and specialized databases as required.
- Assists in assigned department projects and/or programs as assigned by management staff; provides assistance to department staff in various research, reporting, and department-related projects.

QUALIFICATIONS:

Must have working knowledge of:

- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications (Microsoft Word, Excel, Docuware, Granicus experience desired but not required).
- Departmental practices and procedures and applicable City policies.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Make accurate arithmetic computations.
- Learn and understand the organization and operation of the City as necessary to assume assigned responsibilities.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.

REQUIREMENTS: Any combination of relevant experience and education that provides the required knowledge and abilities qualifies:

Education: Equivalent to the completion of the twelfth (12th) grade and three (3) years of general office clerical experience.

Experience: Prior experience working in an Administration Department, preparing City Council agenda packets, providing election support, managing FPPC Form 700 filings and records management desired, but not required.

BENEFITS:

Cafeteria Benefit Plan: The City offers a healthy cafeteria benefit program including choices among plan options for medical, dental, vision, life insurance, long-term disability, and PERS long-term care insurance. The City is a member of the CalPERS Retirement System. "Classic" member is 2% @ 55, New member is 2% @ 62. (We are not a Social Security Agency).

Leave: Employees earn 10 hours vacation and 8 hours sick leave per month. Employees in the Administrative Offices work a "5-40" workweek and are entitled to 10 paid holidays and 16 hours of "floating holiday" time each year.

Union Membership: This position is a non-exempt Confidential employee and part of Unrepresented bargaining group.

APPLICATION PROCEDURE:

To obtain an Employment Application and detailed job information brochure:

- Print the Application from the City website <http://ci.sausalito.ca.us/administration/humanresources> or
- Request the Application by e-mail to: spaterson@ci.sausalito.ca.us

Submit all application materials by 5:00 p.m. on **Friday, November 4, 2016** by mail or personal delivery to:

City of Sausalito / Attn: Susan Paterson, Human Resources Manager
420 Litho Street, Sausalito, CA 94965
(415) 289-4130
Questions to: spaterson@ci.sausalito.ca.us

To be considered, applicants must complete and submit ALL of the following:

- Cover Letter
- Résumé.
- City Employment Application completed and signed. (*Application Tracking Form separated upon receipt of application.*)
- A list of references: 3 professional references and 3 personal references (*The City of Sausalito will NOT contact these references unless the applicant becomes a finalist in the selection process.*)