CITY OF SAN LEANDRO
invites applications for the position of:

ADMINISTRATIVE ASSISTANT III - Confidential

An Equal Opportunity Employer

SALARY:

Monthly
$4,416.00 - $5,367.00

OPENING DATE: 10/01/15

CLOSING DATE: 10/16/15 05:00 PM

THE POSITION:

APPLY IMMEDIATELY - Applications will be accepted until October 16, 2015.

This exciting opportunity will provide day-to-day administrative and logistical support and related duties, which may be highly confidential and sensitive in support of the ongoing operations of the Mayor and six (6) Councilmembers. This position requires flexibility, strong interpersonal, organizational, and computer skills, with the ability to work well with all levels of internal staff, outside stakeholders, and elected officials.

This position reports to the City Clerk and has a high level of interface with all levels of the organization and the community.

Definition:

Performs a variety of specialized and complex departmental administrative support duties; may provide lead direction over the administrative support functions of a department or division; performs related work as required.

Supervision Exercised and Received:

May exercise general supervision over assigned administrative support staff. Receives limited supervision from assigned management and/or supervisory staff.

DUTIES AND RESPONSIBILITIES:

Essential Functions: The essential functions of the classification may include, but are not
limited to, the functions below and are subject to changes in operational necessity.

Provides administrative support by composing correspondence, scheduling appointments and meetings, arranging for travel and responding to requests and complaints; screens and directs telephone calls, messages, and written requests to the appropriate department personnel;

Provides liaison between the City Council, director, staff and other departments;

Coordinates and monitors daily administrative support needs of office; conducts staff sessions related to prioritizing and facilitating assignments; analyzes and makes recommendations on functional operating procedures of office assignments to insure maximum utilization of support staff;

Provides complex technical information on City programs to the public and other departments;

Assists with the preparation and monitoring of the department’s annual budget including the analysis and forecasting of financial information and the maintenance of accounting records;

Collects and tabulates money for fines, fees or dues and performs bookkeeping and account reconciliation (eg. funds received); makes and reconciles bank deposits; maintains department petty cash fund;

Assists in developing and implementing departmental office policies and procedures;

Keeps records for maintenance of departmental office equipment; requests and arranges for repair and maintenance as needed;

Implements and manages department filing system including records retention schedules; maintains confidential office files, records, and indexes;

Coordinates the completion, review, approval and filing of purchasing documents and professional services agreements;

Serves as recording secretary at official meetings, and may take and transcribe notes of proceedings; coordinates the processing of agenda items including posting of meeting notices; may be assigned to take minutes at board/commission meetings;

Researches, synthesizes and compiles data for informational purposes, projects or special
reports and special events;

Follows all safety rules and protocols included in the Injury and Illness Prevention program; takes appropriate action as required to identify and correct safety hazards and report safety concerns to his/her supervisor;

Performs required duties under the City’s disaster response plan;

Prepares and processes departmental payroll and personnel action forms, maintains departmental personnel and attendance records; and

Trains and supervises the work of other clerical staff, and evaluates the job performance of assigned personnel for competency and efficiency.

Non-essential Functions:

Performs other related duties as assigned.

QUALIFICATIONS:

To be considered for this position, the ideal candidate will possess the experience, training, education, knowledge, skills, and abilities as stated below:

Minimum Qualifications:

Knowledge of:

Modern office practices and procedures;

Proper English usage, spelling, grammar and punctuation; standard business arithmetic, filing and record keeping practices;

Department operations, goals, policies and procedures;

Standard business mathematics, filing and record-keeping practices; and

Principles and practices of supervision including training and work delegation.

Ability to:

Work in a fair, tactful and courteous manner with a multi-cultural public, department personnel and other City employees;
Properly interpret, analyze and recommend alternatives and solutions to different issues;

Use initiative and exercise sound judgment; maintain confidentiality;

Communicate clearly and effectively, both orally and in writing, in a supportive and non-confrontational manner;

Provide responsible and confidential office administrative assistance for management and supervisory staff;

Understand and follow oral and written directions;

Perform more complex mathematical calculations and accounting functions with speed and accuracy;

Type a minimum net speed of 50 words per minute;

Use appropriate office and computer equipment and applications;

Direct, evaluate and supervise the work of assigned personnel; and

Manage and monitor multiple tasks on an ongoing basis.

**Education:**

High school diploma or certified equivalent (GED); supplemented by course work in office, business or public administration, management and supervision, or a closely-related field.

**Experience:**

Two years of relevant, increasingly responsible experience in general administrative support, preferably in the public sector.

**Licenses/certifications/other requirements:**

Must be willing to work such hours as are necessary to accomplish the job requirements; travel to attend meetings, and provide support at various City locations. Classification requires the possession and continued maintenance of a valid class “C” California driver’s license.
Must pass a comprehensive background check (when assigned to the Police Department).

Possession and maintenance of specialized credentials, certifications or licenses, at the time of hire, may be required depending on the assigned functions.

Conditions of Work:

During the course of performing the functions of this position, the employee may encounter the following conditions:

Working indoors, computer use, working alone or with other individuals.

ADDITIONAL INFORMATION:

Salary and Benefits: The current monthly salary range for this position is $4,416.00-$5,367.00. For additional information, please refer to the Human Resources Department tab on the City of San Leandro website at www.sanleandro.org.

APPLICATION AND SELECTION PROCESS: Interested candidates may submit an on-line application by visiting www.sanleandro.org. ON-LINE APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 P.M., FRIDAY, OCTOBER 16, 2015.

IMPORTANT: Applications with “See Resume” as a substitution for the work experience description and/or unclear past employment information will not be considered. Both the application for employment and supplemental questionnaire must be submitted to be considered for this position.

Based on a review of the application materials, a limited number of the best qualified applicants will be invited to participate in the selection process, which may include a qualifying written examination, structured oral board interview, written exercise, or other elements determined by the City to be appropriate. All applicants invited to the examination(s) will be notified of date, time and place of examination(s).

The selection process will consist of the following schedule:

October 28 and/or 29, 2015 - Structured Oral Interview (weighted 70%) and practical exercise (weighted 30%). Candidates must achieve a passing score of 70% or higher on each weighted part in order to be placed on the Employment List. These dates are tentative but it is highly recommended that you plan your calendar accordingly. No make-up dates will be offered.

The selected candidate will be subjected to a background investigation which may include, but not be limited to, a personal history assessment, criminal history check,
financial background check and medical.

A one-year probationary period which is an integral part of the selection process and is used to observe and evaluate the employee’s ability to effectively and responsibly perform the duties of the position.

This position is designated as a non-represented confidential classification in the City Manager's Office.

In accordance with Federal law, the City of San Leandro will hire only those individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility.

AMERICANS WITH DISABILITIES ACT: In accordance with the Federal Americans with Disabilities Act, Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources prior to 5:00 p.m. of the final filing deadline if accommodations are required. Medical documentation must be provided upon request.

VETERAN’S PREFERENCE: If applying for first-time employment with the City of San Leandro within five (5) years of separation from full-time active service, veteran’s preference points will be given to honorably-discharged veterans who served a minimum of three consecutive years of full-time, active service in the Armed Forces of the United States. Candidates must receive an overall passing score in order to qualify for the application of veteran’s preference, which will result in a three-percent increment to that passing score. Applicants wishing to qualify must attach to their application prior to the application deadline, a DD Form 214 as proof of eligibility for the veteran’s preference.

DISASTER SERVICE WORKER: All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

MISSION STATEMENT: We, the employees of the City of San Leandro are dedicated and committed to serving the citizens of this community. We strive at all times to achieve the highest professional standards, to communicate a vision of the future, and to enhance the quality of life for every citizen.

The information contained herein is subject to change without notice.

THE CITY OF SAN LEANDRO IS AN EQUAL OPPORTUNITY EMPLOYER.
To view the job posting, visit http://www.sanleandro.org and click-on the employment tab at the top of the home webpage. On the 'Job Opportunities' page, click-on the job title to view the posting with more details about the essential job duties, minimum qualifications and salary and benefits.

APPLICATIONS MAY BE FILED ONLINE AT: http://www.sanleandro.org
ADMINISTRATIVE ASSISTANT III - CONFIDENTIAL
OUR OFFICE IS LOCATED AT: Job #2015-44
YT
ADMINISTRATIVE ASSISTANT III - Confidential Supplemental Questionnaire

* 1. Do you possess a high school diploma or a certified equivalent (GED)?
   - Yes
   - No

* 2. Do you possess at least two (2) years of relevant responsible experience in general administrative support, preferably in the public sector?
   - Yes
   - No

* 3. Have you completed supplemental course work in office, business or public administration, management and supervision, or a closely-related field?
   - Yes
   - No

* 4. What significant work-related skills and abilities would you bring to the position of Administrative Assistant III?

* 5. Describe your customer service experience and your approach to working with the general public and community groups.

* 6. Describe your experience working with computers, automated systems, databases, and spreadsheets. Include the software applications in which you are proficient (specifically Microsoft Word and Excel) and the types of documents you have produced. Be specific.

* 7. Describe your experience providing support to executive level management and/or elected officials. Include your role and/or responsibility and your level of authority.

* Required Question