

EMPLOYMENT



OPPORTUNITY

SECRETARY #1941
PART-TIME CONTRACT POSITION
(36 hours per week)
FINAL FILING DATE: 02/19/10
\$25.22 to \$30.66 hourly
(includes 8% employee paid retirement contribution)

THE POSITION

The City of Redwood City seeks a part-time Secretary for the City Clerk's office. The position will be a contractual position working 36-hours per week through approximately December 2010, with a somewhat flexible schedule which includes some early and/or evening shifts. The incumbent will perform a wide variety of challenging tasks along with legal administrative duties as required by the department. At the end of 2010, the department will be evaluating their current organizational structure which may affect the continuance of this position.

Examples of duties include, but are not limited to, the following: front desk reception, answer multiple telephone lines, perform computer data entry and retrieval; wait on the general public; provide information on department policies and procedures; prepare, maintain, and compile a variety of high-visibility agendas, agenda packets, purchasing, financial, and/or statistical records on a regular basis; post public notices within prescribed legal deadlines; process and route mail correspondence and do mass mailings; extensive creation, tracking, maintenance, and photocopying of office records; some event planning; payroll; perform accounts payable functions, requisition and purchase of supplies; checking of reports, records, and other data for accuracy, completeness, and compliance with established standards; and perform related duties as assigned. Duties require flexibility, good judgment, and discretion and will often be performed while juggling multiple priorities and working under pressure.

THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will be an enthusiastic self-starter who anticipates the needs of the office; will be accurate, detail-oriented and able to track and manage multiple tasks and programs; both process and results-oriented; will successfully perform work requiring analytical and discretionary ability and be able to synthesize and summarize information; will have excellent writing and editing skills, will be proficient at using a computer, multi-line phone system, and office applications including Microsoft Outlook, Word, Excel, PowerPoint, and Access; will be able to update and maintain records and filing systems; will be flexible, perceptive, and dependable in performing duties and follow through; will be a team player who likes working with a variety of City staff and the public, and have a sense of humor.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Experience

Education equivalent to the completion of the twelfth grade, including or supplemented by specialized clerical courses. Four years of increasingly responsible clerical experience, including one year comparable to that of an Administrative Clerk III in the City of Redwood City. An Associate of Arts degree, public service experience, and/or Notary Public certification are all highly desirable.

Knowledge of:

- Operations and procedures of the City Clerk Department and/or public service
- Microsoft desktop applications including Outlook, Word, Excel, PowerPoint, and Access
- English usage (spelling, grammar and punctuation) to edit and write letters and reports
- Office protocol, procedures and equipment including computer, telephone, photocopier/scanner, customer service, accounts payable, project management, and record management

Ability to:

- Perform responsible secretarial work with accuracy, efficiency, and effectiveness
- Exercise initiative, discretion, and independent judgment as appropriate
- Organize, prepare, track, maintain, and follow up accurately within prescribed deadlines
- Communicate effectively, both orally and in writing, to carry out assignments
- Establish and maintain effective and cooperative work relationships

Additional Requirements:

- Possession of a valid California Driver's license and satisfactory driving record is required.
- Must be in sufficiently good health to perform essential job duties.

APPLICATION PROCESS

Applications may be obtained in one of the following ways:

1. Apply online at www.calopps.org, Member City: Redwood City
2. Visit our web site @ www.redwoodcity.org to print the application form
3. Call our 24-hour Job Hotline at (650) 780-7292. TDD is available during normal business hours for hearing impaired at: (650) 780-7265
4. Visit the City of Redwood City Department of Human Resources (Monday-Friday, 8am-5pm) at 1017 Middlefield Road, Redwood City, California 94063

Candidates with a disability who may require special assistance in any phase of the application or selection process should advise the Department of Human Resources upon submittal of application.

SELECTION PROCESS

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. The most appropriately qualified applicants will be invited to participate in the testing process which will consist of an oral board interview and written test. The specifics of the testing process will be provided to those qualifying candidates. Prior to appointment, candidates will be required to pass a background check, at no cost to the candidate. Final appointment will be made by the City Clerk. The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.

The City of Redwood City is proud to be an Equal Opportunity Employer!

BENEFITS (prorated)

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS).
- Opportunity to select from a variety of health plans that are administered by PERS under a cafeteria plan including health insurance, health care and dependent care reimbursement.
- Dental insurance.
- Employee Assistance Program.
- Vacation at 10 days per year.
- Sick leave of 12 days per year.
- 13 paid holidays per year.
- Three days bereavement leave.

NOTE: Earnings from this job are not covered under Social Security. When you retire you may receive a pension based on earnings from this job. If you do, your pension may affect the amount of Social Security benefits you may receive. For more information go to www.socialsecurity.gov/form1945

CITY VALUES

We are an exceptional organization and a leader in the Bay Area. The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

THE CITY OF REDWOOD CITY IS A GREAT PLACE TO WORK!

Note: The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice.