

City of Novato

Is recruiting for an

OFFICE ASSISTANT II - MAINTENANCE DIVISION



THE POSITION

The Office Assistant II is assigned to the Maintenance Division in the Public Works Department and provides technical and responsible administrative support to the Division. The Office Assistant II has a wide range of duties and responsibilities involving the day-to-day delivery of support services, division web site updates, and administering reservations for equipment loans and the Delong Avenue banner program.

This is an excellent opportunity to work for an organization who values creativity, teamwork and who supports employees to grow and develop professionally.

FINAL FILING DEADLINE April 17, 2017 at 5:00 p.m.

To apply for this position, please visit
www.governmentjobs.com or
www.novatojobs.org

COMPENSATION AND BENEFITS \$3,540 - \$4,303 per month 3.0% general wage increases scheduled for 7/1/17 & 7/1/18

Placement in the salary range is dependent upon qualifications and experience.

Monthly contribution towards benefits up to \$1,775 per month based on benefit enrollment level.

**Please note that the work schedule for this position is 7:00 a.m. – 4:30 p.m. The City operates on a 9/80 work schedule with alternating Fridays off. **

THE IDEAL CANDIDATE

The Office Assistant II will demonstrate solid knowledge of modern administrative principles and practices and be proficient working within a Microsoft Office environment. This position routinely updates Division web pages on the City's website through content management software. The successful candidate will succeed working in a fast-paced, dynamic environment and will have a strong desire to utilize their technology skills to enhance operations and provide excellent support to staff. The ideal candidate will possess strong oral and written communication skills and have the ability to manage multiple projects and tasks simultaneously. The incumbent is expected to have a high degree of thoroughness and accuracy in performing the required duties, work with considerable independence and perform work according to established guidelines.

MINIMUM QUALIFICATIONS

Experience: Two years of general clerical experience similar to an Office Assistant I with the City of Novato.

Training: Equivalent to the completion of the twelfth grade.

License or Certificate: Possession of a typing certificate showing ability to type 45 words per minute net of errors. Possession of a valid CA Diver's License.

PUBLIC WORKS DEPARTMENT – MAINTENANCE DIVISION

The Public Works Department is comprised of 55 employees spread across two divisions - Engineering and Maintenance. The Maintenance Division is responsible for the long-term care of all city-owned land and public buildings, as well as regular maintenance and repair of streets, storm drains, pumping facilities, parks, median islands, roadside landscaping, street trees, vehicles, and equipment. In addition to citywide maintenance, this division provides services to the Hamilton Community Facilities District for the Hamilton levee, two pump stations, and roadside landscaping on the main thoroughfares in the former Hamilton Air Field and Rafael Village areas. Emergency response, operations, and cleanup is another key role for the division. The Maintenance Division is managed by the Maintenance Superintendent and consists of six sections: Streets Maintenance, Traffic Operations, Street Trees and Parkway Maintenance, Parks and Athletic Field Maintenance, Building Maintenance, and Equipment Maintenance.

TO VIEW THE JOB DESCRIPTION IN ITS ENTIRETY, PLEASE VISIT www.novatojobs.org

DUTIES INCLUDE

Duties include, but are not limited, to the following:

- Perform a variety of clerical duties in support of a division or department operation; explain department operating policies and procedures to the public; respond to questions related to division or department operations by providing general information or by referral to the appropriate staff member.
- Act as a receptionist; receive and screen telephone calls and visitors at a public counter; provide courteous and responsive assistance related to responsibilities assigned; answer questions and provide information to the public on policies and procedures using judgment as to those requiring priority attention; respond professionally and appropriately when referring complaints; and refer the public to the appropriate staff or department as necessary.
- Create, maintain and revise a variety of forms and templates for department use; create, revise and implement procedures related to work assignment.
- Receive, review, process and file various applications, memberships, refunds, and forms; provide information and forms to the public; apply departmental policies and procedures in determining completeness of applications, forms, records and reports; provide information and registration on events and activities; register participants in programs; receive and record monies for events, programs or applications; handle cash and other forms of payment; and issue receipts as assigned.
- Maintain accurate and detailed logs, records, databases, and various filing systems; verify accuracy of information; research discrepancies and record information.
- Process contracts, agreements, claims, ordinances and resolutions, as assigned.
- Handle routine purchasing and budget duties; maintain supply inventory and process supply orders.
- Compile information and data for statistical and financial reports; maintain a variety of statistical records; check and tabulate data.
- Contact the public and outside agencies to acquire and provide information.
- Receive, sort, and distribute incoming and outgoing mail; process outgoing mail for special deliveries.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

EMPLOYEE INFORMATION AND BENEFITS:

Employment Process: Applicants are screened for relevant education, experience and/or licensing requirements as stated on the job announcement. Those persons most qualified may be required to compete in any combination of written, oral, performance and/or assessment center examinations. Candidates who successfully pass the examination process are placed on the eligibility list.

Immigration and Reform Act: In compliance with the Immigration and Reform Act of 1986, the City of Novato will only hire individuals who are legally authorized to work in the United States.

Benefits: The City participates in the California Public Employees' Retirement System (CalPERS). In compliance with AB 340, CalPERS retirement formula is either 2% at 62 or 2% at 55 depending on eligibility. The City provides a specific dollar amount to each employee based on the employee's bargaining unit to apply to medical, dental, life and disability insurance. The dental program and life insurance policy are mandatory. Health and disability options are available. Employees who do NOT enroll in a healthcare plan through the City will receive up to \$250 per month as an addition to their gross earnings

Leaves: The City offers 13 paid holidays; 10 days vacation at the first year of service (graduates to 21 days for 20 years service); 12 days sick leave per year (unused sick leave applied to service credit at retirement).

The information in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

The City of Novato is an Equal Opportunity Employer.

The City will make reasonable efforts in the selection process to accommodate persons with disabilities.

Please advise the Human Resources Division of such special needs at the time of application.