



1 East Main St.
PO Box 398
Ione, CA 95640

JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT

The application deadline is 4:00 PM on August 2nd, 2023 or until filled.

The City of Ione is accepting applications for the position of full-time, benefited Administrative Assistant.

Under general supervision of the City Manager, performs a variety of responsible and moderately complex office administrative support activities for various City offices, which may include data entry, organization and retrieval, word processing, telephone and counter reception, provision of factual information to visitors, receipt of payments and documents, automated and manual record keeping, auditing, report preparation and filing; and performs related work as required.

Knowledge/Skills/Abilities

Knowledge of: Basic principles and practices of administrative support work; principles of work organization; principles and practices of fiscal, statistical and administrative research and report preparation; principles and practices used to maintain files and information retrieval systems; principles of business letter writing using established templates; modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases at an intermediate level of proficiency; English usage, spelling, grammar, and punctuation; mathematical principles; business accounting principles and terminology; operating characteristics of two-way radios and the use and application of associated operating codes and terminology may be required for some positions; communication skills and techniques required for gathering, evaluating, and transmitting information; operations and organizational structure of municipal government; principles and practices of research and report preparation; principles and practices of filing and record keeping; methods and techniques of public relations and customer service; safe and efficient work practices as they relate to code enforcement; and city and mandated safety rules, regulations, and protocols.

Skill in: Assisting in the performance of routine administrative functions and operations within a department or division of the City; performing routine administrative support duties within standard operating policies and procedures; working well with people and handling a public counter and telephones of a public agency in a calm, self-assured, and confident manner; learning to understand the organization and operations of the City and of outside agencies as necessary to assume assigned responsibilities; learning, understanding, interpreting, and applying general and specific administrative and departmental policies and procedures; identifying and

analyzing problems and possible solutions; preparing a variety of administrative and statistical reports; preparing routine correspondence and memoranda based on specific direction and subject to review; maintaining and/or developing departmental filing systems; typing and entering data at a speed necessary for successful job performance; operating and using modern office equipment including computers and supporting word processing and spreadsheet applications at an intermediate level of proficiency; working independently in the absence of supervision; working under steady pressure with frequent interruptions and a high degree of public contact by phone or in person; working with supervisors to plan and organize work to meet changing priorities and deadlines; effectively representing the departments to the public and agencies to accomplish goals and objectives of the department and/or division; responding tactfully, clearly, concisely, and appropriately to inquiries related to area of responsibility; and delivering quality customer service.

EXAMPLES OF ESSENTIAL FUNCTIONS: (Illustrative Only): *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Prepares correspondence, reports, forms, receipts, brochures, warrants, vouchers, work orders, contracts, brochures, certificates, and specialized documents related to the department to which assigned from drafts, notes, brief instructions, corrected copy of prior materials using a word processor, a computer with form and/or graphic templates;
- Acts as receptionist, providing a high level of customer service to both external and internal customers; receives and screens visitors and telephone calls; takes messages, directs the caller to the proper office or person and/or provides factual information regarding City and departmental activities and functions that may require the application and explanation of rules, policies, and procedures;
- Proofreads materials for accuracy, completeness, compliance with departmental policies, formatting and correct English usage including grammar, punctuation, and spelling;
- Enters, edits, updates, and retrieves data from narrative reports or spreadsheets and prepares periodic or special reports, following established formats and menus; may create new departmental forms; may perform production data entry on a project basis;
- Checks and tabulates standard arithmetic or statistical data; may summarize such information and prepare periodic numerical reports;
- Establishes and maintains office files, following an established records management system; compiles information from such files; purges files as required;
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, ordering and coordinating supply orders and arranging for equipment purchase and maintenance;
- Processes and distributes incoming and outgoing mail for the office or department;
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile, equipment and multi-line telephones;
- May prepare, review and/or enter employee timecard information and maintain related records for departmental staff;
- May collect and account for fees and other monies collected;
- May complete standard forms with information from the public; and
- Performs related duties as required.

Minimum Qualifications

EDUCATION AND EXPERIENCE: *Any combination of training and experience which would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:*

Education: Equivalent to the completion of a High School diploma. The completion of an Associate's Degree from an accredited college or university in business or public administration, or related field is highly desirable.

Experience: A minimum of four years of experience in progressively responsible, moderately difficult and complex, administrative support experience including extensive public contact experience. The possession of an Associate's Degree in business or public administration or a related field may substitute for two (2) years of the required experience. Intermediate to advanced level skills in Work, Excel, and PowerPoint are highly desirable.

LICENSES AND CERTIFICATES: If assigned duties require driving, possession of a valid Class "3" or "C" California driver's license.

Communication Skills: Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

Computer Skills: Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Teamwork & Interpersonal Skills: Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Customer Service: Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

Flexibility: Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.

Multi-Tasking: Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

Problem Solving: Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

Reliability: Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and has excellent attendance.

Supplemental Information

WORKING CONDITIONS: May serve as staff to a commission; may travel from site to site; travel to attend a variety of meetings; may attend off-hour meetings.

PHYSICAL DEMANDS: Must possess mobility to work in a standard office setting including use of standard office equipment, including a computer; and to operate a motor vehicle to visit various City sites. Color vision is required to read printed materials and a computer screen. Hearing and speech is required to communicate in person and over the telephone. Touch is required in order to handle documents, and use a computer. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Must be able to sit for prolonged periods of time. Positions in this classification regularly bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS: Employees in this class generally work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with staff and/or the public and private representatives in various settings including the field or remote offices for meetings. The incumbent will be exposed to outdoor environmental elements on a limited basis with exposure to varying temperatures, moderate exterior noise levels including traffic, and may have limited exposure to dust and fumes.

SELECTION PROCESS

The selection process will consist of an evaluation of the applicant's training and experience based on the required employment application. Applicants are also required to provide their resume upon applying. Only the candidates whose backgrounds best match the position will be invited to proceed in the oral interview process.

COMPENSATION AND BENEFITS

The starting pay is \$63,116.32 per year. The City contributes up to \$1250/ month towards medical insurance premiums for approved health plans through CalPERS.

Dental and Vision Insurance coverage is provided to full-time regular employees at no cost to employees.

The City provides Term life insurance coverage of \$50,000 for each full-time regular employee at no cost to employees.

Employees new to the CalPERS retirement system will be PEPRA eligible (2% at 62 formula). For more detail, please refer to the Employee Handbook.

The application deadline is 4:00 PM on August 2nd, 2023 or until filled.