

CITY OF LAKEPORT  
JOB ANNOUNCEMENT



**ADMINISTRATIVE SPECIALIST I-II**  
***Administrative Services Department***

Administrative Specialist I: \$2,826 – \$3,576 per month  
Administrative Specialist II: \$3,326 – \$4,214 per month

**Filing Deadline: Monday, April 22, 2019 - 5:00 p.m.**

***APPLICATION PROCESS***

Application materials may be obtained from Lakeport City Hall or by calling (707) 263-5615 x102 or by visiting the Employment page of the City's website [www.cityoflakeport.com](http://www.cityoflakeport.com). Please submit a completed City of Lakeport Application no later than 5:00 p.m. on Monday, April 22, 2019. All statements made in the application process are subject to verification; false statements will be cause for disqualification or discharge.

***SELECTION PROCEDURE***

All City applications received will be reviewed for accuracy, completeness and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in an oral interview and may be required to complete other testing. Appointment to the position is contingent upon successfully passing all examinations. Finalist candidates must pass a comprehensive medical examination and drug screening by the City physician as a condition of employment.

***HOURS OF WORK***

The incumbent will work a "9-80" schedule which may include a non-traditional workweek. Incumbent may be required to work overtime.

***JOB DEFINITION***

Under general supervision, performs a variety of difficult and complex administrative duties and tasks in support of department staff; performs related duties as required. The incumbent will be assigned to the Administrative Services Department, serving primarily in Human Resources and City Clerk Divisions.

***EXAMPLES OF DUTIES***

*Please see full job description available with application packet.*

Provides direct and confidential secretarial support to one or more professional or management positions; receives visitors; schedules appointments; prepares, edits, assembles and distributes

correspondence, reports, documents, agendas, and other materials; attends meetings and prepares minutes.

Prepares agenda, attends, takes minutes of commission meetings; types staff reports; prepares agenda packets and distributes to appropriate staff and commission; may attend and take minutes at staff and other meetings where matters handled by the assigned department are being discussed; schedules and advertises public hearings for the Planning Commission and City Council according to prescribed regulations.

Composes correspondence and performs routine administrative tasks associated with sub-components of department programs; establishes and carries out record keeping procedures; develops or obtains forms and documents; interfaces with other City staff and outside agencies in obtaining information and coordinating activities.

Receives inquiries from the public, other departments and agencies; provides information requiring an understanding of department policies and procedures.

#### **When Assigned to Administrative Services**

Perform a variety of complex and specialized program, office administrative and general support assignments for the Human Resources and City Clerk Divisions. May include development of bulletins and announcements for recruitments, organizing and conducting employee selection processes, managing data and entering data into human resources or city clerk databases. Understand and utilize human resource database software and extract data for various reports. May prepare and conduct new employee orientation and process new employee paperwork. Act as resource and liaison to other departments with regards to the city's records retention program.

#### **Confidential Status**

This position is assigned a confidential status and as such, the position is covered under the Unrepresented Employees Compensation and Benefits Program.

### **LICENSES AND SPECIAL REQUIREMENTS**

- **Human Resources and Benefits Administration experience is preferred.**
- Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.
- Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

### **DESIRABLE QUALIFICATIONS**

Considerable knowledge of general office methods and techniques including office equipment operation; fiscal record keeping; records processing and maintenance procedures and systems; preparation of complicated documents requiring specialized typing. Working knowledge of the basic functions and organization of City government.

Ability to learn, interpret, and explain department policies and procedures; communicate effectively both orally and in writing; use and edit for correct English grammar, punctuation, spelling; establish and

maintain cooperative working relationships; file numerically, chronologically and alphabetically; carry out sensitive administrative and secretarial assignments with discretion; carry out assignments with minimal supervision; supervise, train, and coordinate the work of office support staff; proficiently use word processing, spreadsheets and database programs utilized in the City.

### **PHYSICAL PROFILE**

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

### **EMPLOYEE BENEFITS**

·**Public Employees Retirement System:** The City provides the PERS retirement program at the following formulas: 2%@62 for new members and 2.5%@55 for classic members. The City does not participate in Social Security.

·**Holidays:** Thirteen specific holidays

·**Vacation:** Vacation leave starts at 80 hours annually increasing to 200 hours based on time in service.

·**Sick Leave:** Sick leave accrual of 12 days per year.

·**Medical, Dental Life Insurance:** The city offers medical, dental and life insurance coverage. Employees currently pay a percentage of the medical premium.

### **THE RECRUITMENT PROCESS**

·**Application:** Applicants must submit a City of Lakeport application and other documents required as specified in the job announcement by the closing time specified on the final filing date. Each recruitment process is treated separately and a separate application must be submitted for each position applied for.

·**Examination:** Applicants will be evaluated and applicants who appear to be most qualified will be invited to participate in an examination or a combination of examinations as indicated in the position announcement.

·**Exam Accommodations:** In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at 707-263-5615 x30 so your request may be reviewed prior to the occurrence of testing.

·**Probationary Period:** Generally, employees appointed to regular positions serve a twelve (12) month probationary period.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Lakeport is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation age disability or marital status.

Opened: 4/1/2019 – Closed: 4/22/2019