



JOB OPPORTUNITY

ADMINISTRATIVE ASSISTANT TO CITY CLERK

Salary Range (26) \$3637 - \$4426/Monthly
FLSA Status/NON-EXEMPT
Full – Time w/Benefits
Application Deadline: March 18, 2015, 5:00 pm

For application materials visit our website at www.RanchoMirageCA.gov or call (760) 324-4511.
(Completed City Application Form required; no facsimiles or e-mail sent/received in this recruitment.)

CLASS SUMMARY

This position is under the direction of the City Clerk. This class is the second level in a three level Administrative Support Series devoted to advanced support for specific designated administrative processes.

Responsibilities assigned, may include preparing reports; drafting documents; staffing special projects and committees; tracking budgets and expenditures; tracking project timelines and keeping schedules; preparing meeting agendas and taking official meeting minutes; and coordinating events. Incumbents perform City Clerk related office duties; including organizing and maintaining records; and preparing regulatory and other reports.

EXAMPLES OF ESSENTIAL DUTIES

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

1. Provides specialized administrative support including: preparing meeting agendas and minutes; reviewing and processing purchase orders, payment authorizations, registrations, timekeeping records, invoices and other documents; reviewing and screening correspondence, billing information, permits; preparing correspondence, reports, notices, and other documents related to assigned area; assist with budgeting and provides notary services.
2. Assists colleagues and customers by answering questions, concerns and providing information regarding programs, services, policies and procedures; researches and responds to questions and inquiries or complaints; and provides guidance in assigned area of responsibility.
3. Creates updates, retrieves and maintains files, records and databases. Organizes and retains records and documents according to retention procedures



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4. Organizes and schedules meetings, appointments, and/or events; coordinates meeting logistics; coordinates and maintains calendars; identifies, assembles and distributes meeting documents.
5. Monitors inventory, equipment maintenance needs and/or supplies for assigned area. Researches needs and prepares or initiates requisitions to replenish stock or maintain equipment. Processes invoicing and assigns appropriate general ledger account charge information. Initiates request for equipment maintenance
6. Gathers and assembles information, materials and public records which require the use of independent judgment and initiative; researches and compiles data for special projects; provides staff assistance in the implementation of project recommendations.
7. Performs other duties of a similar nature and level as assigned.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

High School Diploma or GED and 4 years office or customer service experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. As assigned, specific subject matter-related experience may be required.

Knowledge of

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Applicable department policies and procedures;
- Customer service principles;
- Recordkeeping principles;
- Modern office equipment;
- Administrative structure of municipal government;
- Inventory maintenance practices;
- Budgeting concepts;



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Skill In

- Preparing business correspondence, reports, procedures, and minutes;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Time management, work prioritization and problem solving;
- Providing customer service;
- Providing attention to detail;
- Filing, organizing and maintaining records and databases;
- Researching, compiling and reconciling data and information;
- Using a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with elected officials, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

ADA and Other Requirements

Positions in this class typically require: fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Licensing/Certifications

- Possession or ability to obtain an appropriate California driver's license and a satisfactory driving record.
- Ability to obtain a State of California Notary Public License.