



City of Watsonville

Human Resources Department

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now accepting applications for the position of:

EXECUTIVE ASSISTANT TO CITY MANAGER AND CITY COUNCIL

SALARY: \$4,468.73 - \$5,988.54 /Month

FILING DEADLINE: Thursday, October 10, 2019 at 5:00 p.m.
(No postmarks accepted)

DEFINITION

To perform a variety of highly responsible, confidential and complex administrative, secretarial, and executive support duties for the City Manager, Assistant City Manager, Deputy City Manager, Mayor and City Council members; to relieve staff of clerical and administrative tasks and to do other work as required.

DISTINGUISHING CHARACTERISTICS

This single position class is the highest level in the Secretarial series and provides the full range of clerical support to the City Manager, his/her Administrative Team and the City Council. This class differs from the Secretarial class series by the preponderance of duties requiring considerable knowledge of the City's services, other governmental services not necessarily related to the City's functions and frequent exposure to confidential information including fiscal, political and personnel matters having City-wide impact.

SUPERVISION RECEIVED

- Receives direction from the City Manager or designee.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- performs a wide variety of complex, responsible, confidential and administrative tasks for the City Manager, Assistant City Manager, Deputy City Manager, Mayor and City Council Members
- acts as information source regarding City policies, procedures, programs, and objectives; interprets regulations and requirements to the general public and gives out information where independent judgement, knowledge, and interpretations are utilized
- takes and transcribes oral dictation from rough draft and transcribing machine
- represents the City Manager's office mission, values, and standards for an effective organization
- accepts, logs, reviews and edits Agenda staff reports; refers back to department for corrections
- coordinates luncheon meetings and special events for the City Manager, Assistant City Manager, Deputy City Manager, Mayor and City Council
- maintains City Manager's calendar
- drafts and composes correspondence for City Manager, Mayor and City Council
- independently responds to letters and general correspondence of a routine nature
- makes travel arrangements for the City Manager, Assistant City Manager, Deputy City Manager, Mayor and Council Members; calendars and arranges meetings and conferences
- compiles data and prepares reports and special documents as assigned
- prepares and assembles reports and distributes to staff, the press, and interested members of the public
- opens, routes and distributes mail

- reviews incoming mail, researches issues and prepares responses as directed
- composes and prepares proclamations
- operates microcomputers to input, access and print a variety of data and reports
- handles administrative details and coordination of special studies and projects
- assists in the preparation of the City Manager's budget
- initiates and maintains a variety of files and records, including confidential materials
- promotes and maintains safety in the work place
- performs special projects or research assignments at the request of the Mayor, City Council Members and City Manager
- coordinates and facilitates office supplies and equipment for office enhancement
- provides support to the Personnel Department and the City Attorney
- requisitions supplies and pays claims
- participates on the Information Technology Committee; acts as Department electronic trouble-shooter
- orients new employees in the Administrative Offices regarding office protocol, machines, software, and staff introduction; trains new interns on policies and procedures, use of equipment and variety of software
- prepares payroll for Administrative Offices
- reviews blue claims and processes travel and expense vouchers for Assistant City Manager approval
- takes and transcribes minutes for the Mello Center JPA
- schedules and prepares agenda for Administrative Office meeting
- acts as alternate Safety Coordinator
- hears adequately to converse on the telephone and in person
- intermittently bends and twists to reach equipment on surrounding desk
- intermittently reaches above and below shoulder level to reach books, files and reports on shelves and in filing cabinets
- grasps files, documents and equipment with right and left hands
- climbs stairs
- squats and kneels to reach files and related documents
- sits at a desk using near vision for long periods of time
- performs keyboard tasks at a moderate rate of speed
- works indoors in an office environment subject to heat/cold and fragrances such as perfumes

Other duties may include:

- administering English/Spanish bilingual tests
- Notary Public services

EMPLOYMENT STANDARDS

Knowledge of:

- proper office methods, techniques, and practices including filing systems, customer service and business correspondence
- proper English usage, grammar, punctuation, vocabulary, and spelling
- local government operation, standards, policies, requirements and procedures
- financial recordkeeping procedures and techniques

Ability to:

- interpret and apply City rules, laws, and policies
- perform a wide variety of highly responsible and complex secretarial duties with speed and accuracy
- take and transcribe dictation with speed and accuracy
- perform keyboard tasks at a moderate rate of speed
- understand and follow complex oral and written instructions in an independent manner

- establish and maintain efficient recordkeeping/filing systems
- plan, organize, coordinate, and prioritize assigned tasks so as to meet established timelines
- analyze documents, data, and situations and take appropriate action without
- immediate supervision
- operate a variety of standard office machines and equipment
- effectively and tactfully communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties
- speak Spanish highly desirable

TRAINING AND EXPERIENCE: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and ability would be:

- Six years of increasingly responsible office administrative and secretarial work experience which would provide the knowledge and abilities listed above.

LICENSE

- Possession of a valid Class C California driver’s license and a safe driving record

APPLICATION AND TESTING PROCESS

Applications must be submitted to the Human Resources Department located at 275 Main Street, Suite 400, Watsonville, CA 95076, by the filing deadline. No postmarks accepted. An application may be obtained by calling 831.768.3020. To apply online go to the Employment page on the City’s website at www.cityofwatsonville.org. All candidates will receive written notification after applications have been screened for requirement compliance. Interview dates will be announced at a later time.

APPOINTMENT AND BENEFITS

The position benefits include vacation, sick leave, and holidays. The City offers Public Employees Retirement System benefits. Employees shall pay the full employee share of CalPERS contribution.

The candidate selected will be appointed for a 12-month probationary period. Names of successful candidates who do not receive a job offer will be placed on an employment list which normally remains effective for one year. The Human Resources Department may abolish an Employment List at any time the needs of the City so require. The position is represented by the Confidential bargaining unit.

Prior to appointment to the position of Executive Assistant to City Manager and City Council, a medical examination, background and Department of Justice LiveScan fingerprinting will be required.



The City of Watsonville is an Equal Opportunity Employer and encourages workplace diversity. The City of Watsonville is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.