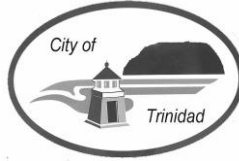


**TRINIDAD CITY HALL**  
P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223



**Dwight Miller, Mayor**  
**Gabriel Adams, City Clerk**

## **EMPLOYMENT OPPORTUNITY**

### **City Manager's Office Administrative Assistant**

**Salary Rate: \$14-16.00/hour DOE, Part-Time Employment, 20 hours/week**

**Filing Deadline: 2:00 P.M., MONDAY, October 16th, 2017.**

*The City reserves the right to extend the filing deadline as necessary.*

#### **GENERAL STATEMENT OF DUTIES:**

Under the general direction of higher level staff, performs a variety of clerical, administrative, and technical work in support of the City Manager and City Clerk's Office operations; provides administrative support functions for the City Manager; serves as Deputy City Clerk, and performs all other related duties as assigned. Duties are performed under the supervision and direction of higher level staff, but performance of duties requires the use of independence, initiative, and discretion within established guidelines.

#### **EXAMPLES OF ESSENTIAL DUTIES:**

- Provides exceptional customer service to the public and other agencies, including serving as a liaison between department personnel, other City departments and the general public, screening visitors and callers, taking detailed messages for distribution to appropriate personnel, referring the public to and coordinating with other City departments or outside agencies as necessary, including situations in which individuals may be angry or upset over issues involving City activities or policies.
- Composes, prepares, and processes a variety of correspondence, reports, forms and other documents for the City Manager and City Clerk.
- Establishes and maintains accurate and efficient office filing systems, both manual and electronic, including confidential and sensitive files subject to various legal requirements; assists in maintaining the City's official and historical records in accordance with the regulatory requirements governing the tracking, storage, retrieval, and destruction of municipal records; assists with legislative history indexing and updating.
- Attends City Council and other meetings as assigned; records proceedings, prepares minutes; prepares and processes resolutions, ordinances, proclamations, City Council meeting follow-up assignments, and other municipal legal documents.
- Assists in the preparation and distribution of City Council meeting agendas, packets, and related materials.
- Assists the City Clerk in processing, preparing and coordinating Public Records requests, in compliance with the Public Records Act.
- Assists the City Clerk with municipal election processes; issues and tracks required FPPC conflict of interest reporting.
- Assists in the development of notices, flyers, brochures, newsletters, media releases, and other informational materials about City programs and services.

- Assists in maintaining records and carrying out recruitment procedures for, and appointments to, City Committees and Commissions.
- Assists with Water Utility account maintenance and billing processes, and records management for Business Licensing, Short-Term Rental and Septic System permit tracking.
- Assists and coordinates Town Hall rental requests and facility scheduling.
- Receives and distributes incoming, and processes outgoing, mail for the department.
- Inventories and orders office supplies.
- Serves as Deputy City Clerk in the absence of the City Clerk, as authorized.
- Performs duties as assigned in support of other administrative services within the City Manager's Department, including City Manager, City Council, Personnel, Contracts & Procurement, and Information Technology.
- Performs other related duties as assigned.

**REQUIREMENTS:**

**Knowledge of:** Standard office administration practices and procedures, including the use of standard office equipment; standard computer applications including word processing, spread sheets, and database programs; principles and methods of office organization including filing and records management; business letter writing and the standard format for reports and correspondence; proper English usage, including spelling, grammar, punctuation and composition; business arithmetic and basic statistical techniques; principles and practices of effective customer service, both in person and over the telephone.

**Ability to:** Interpret, apply, and explain laws, procedures, codes, policies and guidelines; demonstrate tact and discretion in preparing, disclosing and handling information of a confidential, controversial and sensitive nature; efficiently respond in a calm and effective manner to a variety of demands and priorities; establish work priorities and remain flexible; meet established deadlines; accurately organize and maintain records and filing systems; operate a personal computer; take and transcribe accurate minutes; type accurately at a speed necessary for completing documents and data entry as needed; maintain appropriate confidentiality; maintain and prepare accurate records, reports and correspondence; understand and follow oral and/or written policies, procedures, and instructions; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work

**OTHER REQUIREMENTS:**

- Possess a valid California Driver License.
- Type at a speed necessary for City Council meetings and other meetings as assigned.
- Must be willing and available to attend periodic meetings after normal work hours; to travel for trainings and/or meetings; and to work extended hours as necessary to complete assigned tasks.

**PHYSICAL REQUIREMENTS:**

Work is generally performed in an office environment. Must be able to perform the physical aspects of the job, including sitting and standing for periods of time; operate standard office equipment, including a computer; hearing and speech to communicate in person and over the telephone; lift, push, pull, and carry up to 25 lbs.; interact with a diverse range of people.

**DESIRABLE EXPERIENCE AND TRAINING**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: Equivalent to graduation from high school with supplemental business school or applicable college-level coursework, and at least three (3) years of progressively responsible experience in an administrative support position for executive and/or political personnel; preferably within a municipal or public sector setting.

Knowledge of and experience with the operations and functions of municipal government; codes, regulations, policies and procedures related to City Clerk functions, including municipal elections, Brown Act, and Public Records Act;

### **SCHEDULE**

- This is a part-time 20hrs/wk position.
- The expected schedule is 9 to 2 Monday through Thursday.

### **BENEFITS**

- Paid Holidays: The City observes 9 paid holidays each year. Part time positions receive prorated holiday pay, i.e. 4 hours paid per holiday for a 20 hr/wk employee.
- Vacation: Accrues at an hourly rate equivalent to 6 days/yr for the first five years of employment. (based on 12 days/yr for full time employees)
- Sick Leave: Accrues at an hourly rate equivalent to 6 days/yr for a 20hr/wk position. (based on 12 days/yr for full time employees)
- Medical benefits are not provided
- Retirement: Part-time employees are eligible to participate in the City's 457 deferred compensation retirement program, but do not receive City matching funds.

*Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.*

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### **Application Process**

A City of Trinidad Employment Application must be received in the City Clerk's Office by:  
**2:00 pm on October 6<sup>th</sup>, 2017**

**Application materials are available at [www.trinidad.ca.gov](http://www.trinidad.ca.gov),  
and from the City Clerk's Office, 409 Trinity St, Trinidad, CA 95570; (707)-677-0223**

### **EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMODATION**

The City of Trinidad is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability or on any other non-merit factors in its process of recruitment, selection, promotion or other conditions of employment. In accordance with the Americans With Disabilities Act, reasonable efforts will be made during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the City Manager Personnel Department (707-825-2114) prior to the testing date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

- In accordance with the Immigration Reform Act of 1986, the City must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.

**THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.**

Posted: 09-22-2017