



# City of Milpitas

## We invite applications for the position of: **Office Specialist**

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<b>Annual Salary Range:</b>	\$59,812.48 – \$72,702.76
<b>Post Date:</b>	July 30, 2018
<b>Close Date:</b>	<b>August 3, 2018, by 5:00 PM OR a maximum of 75 applications.</b>

### Why Milpitas?

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 389 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers](#)."

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

### The Opportunity

The City Manager's Office is seeking an organized, highly skilled individual to be their Office Specialist. As the Office Specialist, you will assist in the administration of City government business, while providing exceptional customer service to the community in which you serve. As a strong communicator, you're also able to communicate information professionally over the phone, in person, and in writing. This is an exciting opportunity for a talented professional to join a great organization and make valuable contributions to the City of Milpitas.

### What You Will Do

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

Provide varied complex, responsible, and confidential administrative assistance to the City Manager Office's Executive Assistant and act as backup during his/her absence as required.

Respond to public inquiries, both on the telephone and in person, and refer to appropriate staff member for more specific information as appropriate; exhibit familiarity with functions of the City.

Provide information to the public and City staff in technical areas that require interpretation of policies and procedures and the use of judgment.



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Assist in preparing procedures, operating manuals, written material, forms, charts, and/or other documents for internal or external distribution; recommend office procedures and systems.

Compose routine correspondence and memoranda; proofread for accuracy, correct form, content, and proper English usage.

Research and compile information from a variety of sources to complete reports and forms; prepare routine statistical reports and arithmetic calculations as required pertinent to assigned department.

Maintain and monitor electronic and physical records and files; follow up on due dates; perform other monitoring functions to ensure timely completion of work.

May coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences; compose routine travel-related documentations.

Perform accounting functions related to ordering supplies, equipment and services; order and purchase supplies for the department; perform timecard entries; reconcile credit card statements.

Monitor and assist in the administration of the office budget; recommend expenditure requests for designated accounts.

Perform clerical duties related to the office activities such as typing, filing, and distributing mail; initiate, organize, and maintain complex filing systems.

Operate all types of technology gadgets used in generating reports, forms, correspondence, and other documents related to the specialized departmental function.

May take and prepare meeting minutes as assigned; may provide support to a board or committee.

Perform other related duties as assigned.

### **Experience and Education**

*Any combination of education and experience that would likely provide the required knowledge and skills is qualifying.*

A typical way to obtain the knowledge and skills is:

Two years of experience at a level equivalent to the City of Milpitas' class of Office Assistant II OR three years of increasingly responsible secretarial and clerical experience involving frequent public contact and record keeping.

### **Special Requirements**

**Type at a speed of 45 words per minute.** *Please submit a typing certificate obtained within 1 year of the application date. Applications submitted without a typing certificate will be considered incomplete.*

Specified positions may require possession of a valid California driver license.



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### **Selection Process**

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

### **To Apply**

Submit application, resume, and copies of required certificates online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

### **Benefits**

The City provides an excellent array of benefits that includes the following. This position is represented by the Professional and Technical bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Milpitas-Professional-and-Technical-Group.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.