



CITY OF MOUNTAIN VIEW

Valued Employees Enhancing Our Community

We invite applications for the position of:
DOCUMENT PROCESSING SUPERVISOR

\$81,442 to \$95,814 Annually*
Plus a comprehensive benefits package

"Working for the City of Mountain View has been an important and rewarding experience. I've always been drawn to public service, and I'm happy to have found a way to use my talents to help make a difference in this community."

–Brooke Espinosa, Document Processing Technician

Why Consider The City of Mountain View?

It's simple. We are a **passionate team of professionals committed** to providing **excellent service** to the **community** we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture.

About This Role

We want a highly **motivated, reliable, and detail oriented** individual to join the Finance & Administrative Services Department for the position of Document Processing Supervisor with the City of Mountain View. You will join a **fast-paced** work environment to supervise Document Processing Center operations and implement unit goals and objectives. The detailed job description for Document Processing Supervisor is available on the City's website [here](#).

What You Bring

- Education equivalent to the completion of the 12th grade and three years of increasingly responsible document/word processing, paralegal, office management, or executive assistant-level work experience, including one year at a lead and/or supervisory level;
- OR
- An associate's degree or higher from an accredited college and two years of increasingly responsible document/word processing, paralegal, office management, or executive assistant-level work experience, including one year at a lead and/or supervisory level.

Bonus Points (Highly Desirable)

- A bachelor's degree from an accredited college with major coursework in English or a related field
- Completion of Microsoft Office Specialist certifications in Word and Excel
- Additional supervisory experience

Who You Are

- An **experienced leader** committed to providing top-notch supervision to your team and exceptional **customer service** to fellow employees
- An **organized professional** and **expert communicator** who pays close attention to detail and accuracy
- Proficient with technology, including Microsoft Office tools and Adobe Creative Suite
- A dedicated **multi-tasker** who thrives in a fast-paced, focused work environment

What You'll Do

- Supervise Document Processing Center operations, including participating in the selection of staff, working with employees to correct deficiencies, and evaluating employees.
- Assist in the implementation of unit goals and objectives; establish schedules and methods for document processing and accurate record keeping; implement policies and procedures; and make recommendations for improvement.
- Build and maintain positive working relationships with coworkers, other City employees, and the public using principles of excellent customer service.
- Proofread, edit, and revise routine the most complex, as well as routine documents, using various software packages on networked PC systems on an as-needed basis.
- Coordinate work flow, assign work priorities, and proofread documents in order to meet deadlines.
- Determine proper format, grammar, spelling and punctuation for documents processed.
- Create tables; merge text with graphics; proofread, edit and revise processed documents; assume responsibility for document accuracy; store and retrieve documents from a shared file server.
- Understand and utilize document processing/desktop publishing equipment capabilities (correcting errors, editing, and making revisions) with accuracy and speed.

- Provide and/or coordinate training for Document Processing Technicians and conduct trainings, in small or large groups, for Center users Citywide.

What We Offer

- *Benefits:* Comprehensive benefits package including generous paid leave and group health coverage
- *Retirement:* CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- *Wellness:* Wellness minded culture including access to an onsite employee gym and incentive pay for participating in the City's wellness program; up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; discounts for carpools and ride-shares; a bicycle commute incentive; and, following an initial training period for new employees and department head approval, the ability to work a 9/80 schedule or work remotely one day per week
- *Employee Appreciation:* Employee appreciation days and activities
- *Educational Incentives:* Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree or approved leadership programs
- *Career Development and Technology Stipend:* Professional Development Funds - \$800.00 annually

Are You Ready? Apply.

Submit your application and resume online at www.calopps.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Application materials will be screened on a continuous basis with a **first application review date of Friday, June 21, 2019**. This recruitment is subject to close at any time. The most appropriately qualified candidates will be invited to an oral board interview (weighted 100%). Depending on the number of applicants, this process may be altered. Qualified candidates are encouraged to apply early!

Fine Print.

*Pay beyond this posted salary range may be awarded for meritorious performance.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

CITY OF MOUNTAIN VIEW
Document Processing Supervisor
Supplemental Questionnaire

Please answer the following questions and submit with your application. Please limit your response to one page or less.

1. Please describe your professional experience editing, proofing, and checking for grammar and spelling of complex documents. Please include the job title and number of years serving in that capacity.
2. Do you possess experience in hiring, supervising, and conducting evaluations for professional staff? If so, please list the roles in which you performed these duties and the number of staff supervised and evaluated.