



We invite applications for the position of:

SECRETARY

FULL TIME, REGULAR: \$66,307 to \$80,595 Annually

PART TIME, LIMITED-PERIOD*: \$33,153 to \$40,297 Annually

(Plus a comprehensive benefit package)

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 job, it is an opportunity to continue a career providing essential support in a dynamic and innovative environment. In the Community Development Department, you will work alongside a group of creative and highly motivated staff, who on a daily basis contribute their talents and commitment in providing essential public services to our residents and businesses. This position is an outstanding opportunity to join a great organization and make a meaningful impact.

We are looking for two motivated, organized and customer-service oriented individuals to join the Community Development Department as a Secretary. There are two vacancies, one full-time regular in the Planning Division and one part-time, limited period (20 hours/week) in the Economic Development Division. The Secretary is responsible for providing a full-range of administrative and clerical support for the assigned division. The detailed job description for Secretary is available on the City's website [here](#).

What You Bring

- Three years of increasingly responsible secretarial and clerical experience involving frequent public contact.
- Completion of the 12th grade supplemented by coursework in office or business management.

Bonus Points

- Experience using Dropbox and Google Docs.
- Experience using GIS and other database programs.
- Experience working in the public sector and with the community.
- Experience preparing public notices.

What You'll Do

- Provide administrative support to a division within Community Development.
- Perform secretarial duties with speed and accuracy.
- Process invoices for payments and work closely with Accounts Payable staff.
- Position in Planning Division will prepare public hearing notices, noticing maps, public hearing agendas, and meeting minutes according to set deadlines.
- Position in Economic Development may assist downtown parking permit program, provide administrative support with the Downtown Committee and Visual Arts Committee, collaborate on programs that enhance the business climate, and provide services and resources that result in business retention, expansion, and attraction.

Who You Are

- You are an experienced and organized administrative professional who pays close attention to detail and accuracy.
- You are comfortable working on multiple tasks and assignments in a face-paced environment.
- You are a strong multi-tasker with excellent written and verbal communication skills.
- You are an energetic team-player who is flexible, adaptable and has a knack for meeting/event planning.
- You exhibit a high level of professionalism with an ability to communicate to all levels within the organization.
- You are proficient with Microsoft office tools (Word, Excel, and Outlook).

What We Offer

- Comprehensive benefits package including generous paid leave and group health coverage.**
- 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.
- 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.**
- Up to \$100**/month City contribution for mass transit expenses, with \$10/month minimum employee contribution.
- Employee appreciation days and activities.
- Wellness culture including access to the employee gym and incentive pay** for participating in the wellness program.

**Prorated for part-time positions

About This Role and Our Team

The Community Development Department is responsible for the review of development and building activity to ensure compliance with zoning and building codes, economic development goals, General Plan policies, the California Environmental Quality Act (CEQA), housing policies, and community values. The department assists the community in establishing land use and neighborhood plans and ensures the quality of new projects through the design and development review process. The department staffs the Environmental Planning Commission (EPC), the Design Review Committee, the Council Neighborhoods Committee, the Downtown Committee, and the Visual Arts Committee in addition to establishing and maintaining communications with citizens, developers, businesses, other governmental agencies and City departments.

Are You Ready? Apply.

Submit your application, resume, and supplemental questionnaire 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. Please provide a valid email address on your application.

Application Deadline

Application materials will be screened on a continuous basis with a **first application review date of Friday, June 28, 2019**. The recruitment is scheduled to close at any time. Qualified candidates are encouraged to apply early!

Interview Process

Candidates with the most relevant qualifications will be invited to the following process:

- Oral board interview (weighted 100%) and practical exercise, tentatively scheduled for **Tuesday, July 9, 2019**.
- Candidates who pass the oral board interview may be invited to interview with the Community Development Department staff for a more in-depth discussion regarding the position and their qualifications for the position.

Depending on the number of applications, the above process may be altered.

The Fine Print

*This is a one-year, part-time, limited period assignment requested through June 30, 2020, pending Council approval on June 18, 2019. The potential for renewal is on a year-to-year basis with City Council approval. This is an at-will position and, as such, can be released at any time without notice and for any reason.

Prior to hire, candidates will be required to successfully complete a pre-employment 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.

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).

**CITY OF MOUNTAIN VIEW
SECRETARY
SUPPLEMENTAL QUESTIONNAIRE**

1. Please identify the computer software programs you are familiar with (i.e. Microsoft Excel, Word, Outlook, Google Docs, Dropbox, Databases, GIS, etc.) and in which position you used them. Describe how frequently you used each one and for what purpose.
2. Describe your customer service philosophy and a time when you provided excellent customer service by going above and beyond your primary job responsibilities. Describe your involvement and the final outcome.
3. Which opportunity are you interested in (check one box):
 - Full-time, regular
 - Part-time, limited period
 - Both