



City of Milpitas

We invite applications for the position of:

Office Specialist

(Fire Prevention)

Annual Salary Range: \$64, 686.96 - \$78, 628.16

Post Date: October 15, 2019

Close Date: **Monday, October 28, 2019, 5:00 PM or 100 applications**

THE COMMUNITY

Located at the southern tip of the San Francisco Bay, Milpitas is a progressive community that is an integral part of the Silicon Valley. With a diverse resident population of 78,106 the City of Milpitas sees each of the approximate 432 full-time equivalent employees as committed to accomplishing the community's vision by providing fiscally sound, superior services.

Milpitas has been recognized as one of the top 10 Best Cities for Science, Technology, Engineering and Mathematics (STEM) Workers, approximately 28% of the jobs are in the STEM category. According to the US Census, Milpitas was the 8th fastest growing city in the United States, and the 2nd fastest growing in California. Milpitas also boasts the 3rd highest job growth among the 515 qualifying cities by Wallet Hub. Milpitas is home to an industrious and well-educated community with an average household income exceeding the County average. The homeownership rate is close to 65% and the housing market in Milpitas remains affordable relative to the majority of Santa Clara County.

Milpitas is at the heart of Silicon Valley and is often called the "Crossroads of Silicon Valley" with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a County expressway. With existing light rail and BART extension opening in 2019, the transit hub adjacent to the Great Mall facilitated high density transit-oriented development with over 2,100 units being built. There are approximately 1,790 acres, or 2.9 square miles designated for various industrial uses.

An additional 350 acres are dedicated to regional and community retail centers supporting 3.5 million square feet of commercial shops. The Great Mall of the Bay Area is the largest enclosed mall in Northern California, with approximately 1.1 million square feet of leasable space for retail and entertainment operations. Several local shopping centers service regional needs including Asian-oriented retail and services. The City provides a multitude of outstanding recreational opportunities, including aquatics, cultural arts and theater, sports leagues and activities, youth and senior programming and activities.

THE CITY GOVERNMENT

Incorporated in 1954, the City of Milpitas is a bustling general-law city supervised by a council-manager form of government. Milpitas is a full-service city which includes Police, Fire, and a water utility and sewer utility. The Council makes planning and policy decisions for residents, and oversees the City's \$253.2 million budget. Issues currently challenging the City include development, quality of life, and traffic.

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



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(Fire Prevention)

The Opportunity

The Fire Prevention Department is looking for an Office Specialist to provide technical, complex and specialized office support.

The Office Specialist will perform complex, technical and specialized office support duties that require the use of judgment and initiative and ability to act independently. This position requires specialized knowledge and skills that are not learned in a short period of time and are at a higher level than those required of journey level office support workers.

What You Will Do

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

- Perform specialized technical office support work which requires knowledge of detailed activities related to the department to which assigned.
- Provide information to the public and City staff in technical areas that require interpretation of policies and procedures and the use of judgment.
- Research and compile information from a variety of sources to complete reports and forms; make statistical and arithmetic calculations as needed.
- Organize, monitor and maintain complex filing systems.
- Enter and retrieve data and prepare reports using on-line or personal computer system; review reports and make corrections as necessary.
- Operate a computer to generate correspondence, forms, reports and other documents related to the specialized departmental function.
- Oversee and perform a variety of office administrative details such as arranging meetings, taking minutes, processing purchase requisitions, making travel arrangements, ordering supplies and processing service requests.
- Receive, screen, process and distribute mail; respond to applications and requests for information; may compute, receive and write receipts for fees.
- Act as receptionist; receive and screen calls and visitors and provide information or direct callers to the appropriate person.
- Attend meetings related to the area of assignment.

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:

Equivalent to one year of experience at a level equivalent to the City of Milpitas' class of Office Assistant II OR two years of general clerical experience involving record keeping and public contact.



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License and Other Requirements

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

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 and resume online at 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 (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.

This recruitment is open until a sufficient number of applications have been received for interviewing purposes and is subject to close at any time without prior notice. Candidates are therefore encouraged to promptly submit their application.

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/2019/07/Exhibit-A-Protech-MOU-2019-2023_Final.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.