



City of Mountain View

Now accepting applications for:
ADMINISTRATIVE ASSISTANT*
\$68,864 to \$83,763 Annually

The Administrative Assistant position allocated to the Human Resources Department is a 1-Year Limited Period Assignment*

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

What's the Role?

We want highly **motivated, reliable, and skilled** individuals to join the Mountain View team in our service oriented, collaborative environment and take on the role of Administrative Assistant. This is the full journey-level class of the Administrative Assistant series. [This recruitment will establish a list to fill current vacancies in the City Manager's Office, City Clerk's Office, and Human Resources Department, as well as future vacancies in the Administrative Assistant classification.](#) You can review our detailed job description [here](#).

The City Manager's Office: consists of 23 people, including the City Manager, the chief executive of the organization, who supports the elected City Council in establishing priorities and policies and leads City departments in providing services to the community. The City Manager's Office has four divisions critical to the effective operations of the City (City Management, Communications and Outreach, Human Services and the Sustainability). As the Administrative Assistant, you will provide support to each of these divisions and report to the Executive Assistant to the City Manager. You will work in an exciting, professional environment at the hub of the City organization, supporting the City Manager's Office team and initiatives across the organization and providing excellent customer service to Mountain View residents and businesses.

The City Clerk's Office: consists of 5 people, including the City Clerk, who administer the City Council meeting agenda process and municipal elections, maintain the City's official records, manage advisory body recruitment and provide support to the City Council. As the Administrative Assistant, you will report to the Assistant City Clerk and provide support to the department's initiatives, office reception and customer service to staff and the community. You will work in a fast-paced office with diverse job duties and opportunities supporting the initiatives of the City Clerk's team.

The Human Resources Department: consists of 12 people and is responsible for providing exemplary service to City employees, while planning and implementing programs that maximize the performance of the organization and the strength of our workplace culture. As the Administrative Assistant, you will report to a Senior Human Resources Analyst and be the primary point of contact for the department, provide administrative support to the HR team on various department programs and organizational initiatives, and provide excellent customer service to City employees and the public. You will work in a fast-paced, rewarding and professional environment supporting various HR initiatives.

The Essentials

- Two years of increasingly responsible clerical and administrative office support experience.
- Education equivalent to the completion of the 12th grade.

Bonus Points:

- Public sector experience.
- Coursework in office or business management is highly desirable.

What You'll Do

- Perform a variety of general clerical duties including answering phones, filing (paper and electronic), billing, posting public notices, creating reports, and scheduling and setup for meetings and events.
- Act as interdepartmental liaison relating to administrative or project support functions for the office and for compliance with City regulations and practices relating to those functions.
- Prepare correspondence and supporting documentation relating to area of assignment; maintain accurate records and files of program activities; prepare and track mailings, legal notices, and reporting documents.
- Maintain and monitor records and files including assistance with records retention; follow up on due dates; assemble materials and information from various sources; perform bookkeeping duties.
- Work with Microsoft Excel, Word, and Outlook applications, as well as the Department's software programs.
- Respond and resolve public inquiries with exceptional customer service, on the telephone, through email, in the CRM system, and in person. Refer to appropriate staff members, as needed and ensuring tracking and follow up to manage and ensure resolution.

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<https://www.linkedin.com/company/city-of-mountain-view/>

*The Administrative Assistant in the Human Resources Department is a limited period assignment through June 30, 2023, with the potential for renewal on a year-to-year basis with City Council approval. This is an at-will position and, as such, employment may end at any time without notice and for any reason.



City of Mountain View

CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

APPLY NOW!

Submit your application and resume online at calopps.org or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis with a first application review date of **Monday, August 22, 2022 at 5pm PST**. This recruitment may close at any time. Depending on the number of applicants this process may be altered.

- Assist with administering department policies and initiatives. Compile, route and track contracts, enter requisitions and process and track invoices and purchase orders.
- Route, log, and track documents submitted by other departments or employees.
- Oversee daily mail routing and distribution for assigned department.
- Maintain overall organization of the office and its supplies.
- Support department staff in preparation for public and/or internal meetings, including preparing agenda documents and minutes, compiling and posting packets, and setting up for in person or online meetings.
- Proofread documents and conduct basic research related to areas assigned.
- Provide administrative support for programs and participate in teams for the organization of events.

Are We a Match?

- You are able to juggle various assignments in a **fast-paced, dynamic** work environment.
- You are **detail-oriented** and have **strong organizational skills**.
- You are **customer service savvy** – you strive to help people and take initiative to find the answer in creative ways.
- You're able to work in **partnership** with customers and departments to make sure their needs are met.
- You have **patience, strong active listening skills** and the **ability to adapt/respond** to diverse needs.
- You can **communicate clearly** and **concisely**, both orally and in writing.
- You are diligent with a positive attitude and willingness to learn.
- You have a gift for **organizing** and updating files, information and data.
- You are **eager to learn** new software programs related to city wide procedures.
- You are able to take **initiative** and **work independently**, using good judgment to check in and provide updates or seek additional direction.
- You are excited to improve, model and market our unique and wonderful **workplace culture**.

The Perks!

- **Comprehensive Benefits:**
 - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance)
 - CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members and 10.5% for new members to CalPERS with no Social Security deduction
- **Support for Continuous Learning & Development:**
 - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's
- **Wellness and Engagement Culture:**
 - Access to an onsite employee gym
 - 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.
 - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.

Fine Print. Depending on the number of applications, the above process may be altered. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department 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 are required to successfully complete a pre-employment process, including employment verification and 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. **City of Mountain View requires all employees to be fully vaccinated against COVID-19. This mandate allows for limited exceptions.** 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.