



# City of Mountain View

Now accepting applications for:  
**SENIOR ADMINISTRATIVE  
ASSISTANT**

The annual salary range is  
**\$79,121.38 - \$96,170.88**

## 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.

*“During my time working in this position for the Purchasing and Support Services division, I gained a wealth of knowledge on how to serve our internal and external customers here at the City. The team goes above and beyond to provide top notch quality service, all while maintaining transparency and financial integrity.”*

**Victoria Labrador, Executive Assistant**  
-Former Sr. Administrative Assistant

## What's the Role?

We're looking for a **highly motivated, reliable, and skilled professional** to take on the role of **Senior Administrative Assistant**. This is the advanced journey level class within the Administrative Assistant series. This recruitment will establish a list to fill current vacancies in the Finance and Administrative Services Department (FASD), as well as future vacancies in the Senior Administrative Assistant classification. If you excel in multitasking, communication, and enjoy collaborating, this position is for you! Review our detailed job description [here](#).

As the Senior Administrative Assistant, you will provide support to the Purchasing and Support Services division and will report to the Purchasing and Support Services Manager. The division provides centralized procurement activities for the City, as well as document processing, mail and copy center, and centralized receiving/warehouse.

## The Essentials

In addition to offering excellent customer service, a passion for efficiency, attention to detail, and proficiency with the full Microsoft Office Suite, you can satisfy the requirements in the following way:

### Senior Administrative Assistant

- Three (3) years of increasingly responsible administrative and clerical experience involving public contact.
- Education equivalent to the completion of the 12th grade supplemented by coursework in office or business management.

### Bonus Points:

- Experience working in a procurement department.
- Public sector experience.
- An associate degree or higher in business administration is highly desirable.

## What You'll Do

- Perform a wide variety of responsible and sensitive administrative and clerical duties including answering phones, filing (paper and electronic), and managing calendars for an assigned department, division, or manager.
- Respond to inquiries, on the telephone, in person, or by email, and refer to appropriate staff member for more specific information as appropriate, exhibit familiarity with functions of the City.
- Compose correspondence and documentation relating to the 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 functions related to ordering supplies, equipment, and services; order and purchase supplies for the division.
- Work with Microsoft Excel, Word, and Outlook applications, as well as the Department's software programs.
- Research, compile, and analyze data for special project and various reports; provide technical support on special projects or programs.

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



# 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](http://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 **Thursday, April 11, 2024**. This recruitment may close at any time.

## Are We a Match?

- You are able to juggle various assignments in a **fast-paced, dynamic** 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 are an **energetic and enthusiastic** team player who is flexible and adaptable to shifting priorities.
- 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 citywide procedures.
- You are able to **work independently**, using good judgement 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
  - Paid Parental Leave Program with up to 8 weeks paid leave.
- **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; a bicycle commute incentive.
  - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.