



City of Mountain View (CA)

Senior Administrative Assistant

SALARY	\$3,164.86 - \$3,846.84 Biweekly \$6,857.20 - \$8,334.82 Monthly \$82,286.36 - \$100,017.84 Annually	LOCATION	Mountain View City Hall
JOB TYPE	Full-Time	JOB NUMBER	202400078
DEPARTMENT	City Clerk's Office	OPENING DATE	05/07/2025
CLOSING DATE	5/21/2025 5:00 PM Pacific	FLSA	Non-Exempt
BARGAINING UNIT	SEIU		

What's the Role and What You'll Do

We are looking for a highly motivated, reliable, and skilled professional to take on the role of **Senior Administrative Assistant**. This is the advanced journey level classification within the Administrative Assistant series. This recruitment will establish a list to fill current vacancies in the City Clerk's Office and the Finance and Administrative Services Department (FASD) in the Purchasing and Support Services division, 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 for City Clerk's Office, you will primarily respond to Public Records Act Requests, exercising data management and critical thinking skills.

As the Senior Administrative Assistant for Purchasing, you will provide valued support to the Purchasing and Support Services Division, serving as the administrative backbone and face of the division.

The Essentials**Senior Administrative Assistant – Minimum Qualifications**

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

Highly desirable – City Clerk's Office:

- Related experience at a public agency or in a legal office
- Experience with records or data management software

Highly Desirable – Purchasing:

- Related experience at a public agency
- Experience with finance related tasks and/or software (Processing contracts, purchase orders, invoices, and updating a vendor database)

Are We a Match?

What You'll Do – City Clerk's Office

- Take ownership over initiating responses to Public Records Act Requests
 - Coordinate with other City departments to ensure that requests are forwarded appropriately, applicable records are received, and the request response is on schedule
 - Understand each request, proactively identifying potential issues and requesting more information as necessary
 - Stay organized and ensure compliance with legal deadlines, following up with others as necessary
- Provide coverage for the City Clerk's front desk in the absence of the Administrative Assistant – answering or directing inquiries by phone, email, and in-person
- Assist with other projects as needed, such as noticing and filing

What You'll Do – Purchasing

- Utilize your knowledge of Purchasing and the team to answer inquiries or direct them to the appropriate Buyer.
- Manage communication with vendors daily, sending them purchasing orders, ensuring their receipt, and updating the vendor database. Assist vendors by answering or directing their inquiries and ensuring their compliance with document requirements.
- Model and improve upon your analytical and technical skills, working with Excel and Finance Enterprise (FE), amongst other systems, to ensure that records are well-maintained and accurate. Upload requisitions into FE.
- Exercise excellent customer service to internal facing customers, assisting other departments through phone, email, or in-person inquiries.
- Stay cool under pressure, ensuring that key deadlines are met and a fluctuating volume of workload is managed.

Work Schedule

For both vacancies, the incumbent can expect to work onsite 5 days a week. With stellar performance there is the possibility for some hybrid flexibility later on.

Are we a Match? – Key Qualities

While there are two distinct and exciting professional opportunities within this classification, a successful finalist in either role can expect to possess the following skills:

- A keen attention to detail and ability to meet critical deadlines
- Excellent oral and written communication skills.
- Analytical and technical skills – someone with the ability to discern how to best respond to inquiries and be technically savvy with software and data management.

Are we a Match? – City Clerk's Office

In addition to the qualities listed above, you are...

- A critical thinker who is able to think on their feet.
- Detail-oriented with excellent reading comprehension.
- A clear and concise communicator.
- Diligent with meeting deadlines and not afraid to follow up with others for required information.

Are we a Match? – Purchasing

In addition to the qualities listed above, you are...

- Able to juggle various assignments in a fast-paced, dynamic environment.
- Detail-oriented and have strong organizational skills.
- Customer service savvy - you strive to help people and take initiative to find answers.
- Gifted at organizing and updating files, information, and data.
- Eager to expand upon your knowledge of applicable software programs.
- Cool under pressure and enjoy working collaboratively with a team.
- Proudful of your Excel and math skills.

Apply Now

Apply Now

Submit your application and resume online at [GovernmentJobs.com](https://www.governmentjobs.com) 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. This recruitment will close at 5:00 PM PST on Wednesday, May 21, 2025.

Fine Print

Fine Print. 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.

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.

Employer

City of Mountain View (CA)

Address

500 Castro Street

Mountain View, California, 94041

Website

<https://www.mountainview.gov/>

Senior Administrative Assistant Supplemental Questionnaire

***QUESTION 1**

How many years of full-time administrative or clerical experience do you have involving frequent public contact?

- ☐ Less than 1 year
- ☐ 1 year
- ☐ 2 years

- ☐ 3 years
- ☐ 4 years
- ☐ 5 years
- ☐ 6 years
- ☐ 7 years
- ☐ 8 years
- ☐ 9 years
- ☐ 10+ years

***QUESTION 2**

Help us get a quick snapshot of your experience- just a few sentences or bullets is perfect. Briefly describe your qualifying administrative or clerical experience, including your job title, the name of the agency or company, and the approximate time period (e.g., Jan 2020 - Mar 2023).

***QUESTION 3**

Have you completed the equivalent to the 12th grade, supplemented by coursework in office or business management?

- ☐ Yes
- ☐ No
- ☐ I have completed the equivalent to the 12th grade, but have no coursework in office or business management.

***QUESTION 4**

Which of the following have you prepared or edited in a professional setting? (Check all that apply)

- ☐ Formal Letters
- ☐ Meeting minutes
- ☐ Reports or summaries
- ☐ Contracts or legal documents
- ☐ Email communications to internal or external customers
- ☐ None of the above

***QUESTION 5**

How comfortable are you managing multiple tasks with competing deadlines?

- ☐ Very comfortable - I do this regularly
- ☐ Somewhat comfortable - I've done this occasionally
- ☐ Not comfortable - This would be new for me

***QUESTION 6**

Who have you provided administrative support or customer service to in past roles? (Check all that apply)

- ☐ General public or community members
- ☐ Executive leadership or managers
- ☐ Other departments or teams within your organization
- ☐ Vendors, contractors, or external partners
- ☐ None of the above

***QUESTION 7**

Which systems have you used in a professional setting? (Check all that apply)

- ☐ Microsoft Word
- ☐ Microsoft Excel
- ☐ Outlook or calendar/email systems
- ☐ Records Management systems (e.g., Laserfiche, OnBase)
- ☐ Financial or purchasing systems (e.g., FE, SAP, Oracle)
- ☐ None

***QUESTION 8**

How comfortable are you drafting and proofreading formal correspondence?

- ☐ Not confident - Little to no experience writing formal business documents
- ☐ Somewhat confident - Drafted with significant editing/review by others
- ☐ Confident - Regularly write with minimal edits needed
- ☐ Very confident - Independently draft and finalize documents on behalf of others

***QUESTION 9**

How comfortable are you managing multiple deadlines while handling interruptions?

- ☐ Not confident - Struggle to manage competing tasks without direction
- ☐ Somewhat confident - Handle basic deadlines but need reminders for overloads
- ☐ Confident - Manage multiple priorities and adjust as needed
- ☐ Very confident - Proactively juggle priorities and help others stay on track

***QUESTION 10**

How comfortable are you using Microsoft Outlook or other scheduling platforms?

- ☐ Not confident - rarely use scheduling tools or rely on others
- ☐ Somewhat confident - Basic scheduling experience
- ☐ Confident - Regularly manage and reschedule meetings independently
- ☐ Very confident - Coordinate complex or multi-person calendars with ease

***QUESTION 11**

How comfortable are you working with confidential or sensitive information professionally?

- ☐ Not confident - Limited exposure to sensitive material
- ☐ Somewhat confident - Aware of confidentiality but limited direct handling
- ☐ Confident - Understand access and handling procedures
- ☐ Very confident - Routinely manage confidential HR, financial, or legal records

***QUESTION 12**

How comfortable are you communicating effectively with upset or frustrated customers?

- ☐ Not confident - Avoid conflict or unsure how to manage it
- ☐ Somewhat confident - Try to help but may get flustered
- ☐ Confident - Stay calm and de-escalate situations

- ☐ Very confident - Routinely manage high-stress customer interactions effectively

***QUESTION 13**

Which vacancy are you interested in?

- ☐ City Clerk's Office
- ☐ FASD - Purchasing & Support Services Division
- ☐ Both

***QUESTION 14**

Have you responded to Public Records Act requests or similar legal/public information requests? If yes, please describe your role and responsibilities.

***QUESTION 15**

Describe your experience with records or document management systems. What software did you use and how did you ensure accuracy and compliance?

***QUESTION 16**

Describe your experience working with financial documents such as purchase orders, contracts, or invoices. What systems did you use and what role did you play in the process?

***QUESTION 17**

How have you communicated with vendors or contractors in a previous role? Provide an example of how you ensured their compliance with required documents or deadlines.

* Required Question