



City of Mountain View

Now accepting applications for:

OFFICE ASSISTANT (RECREATION)

\$33.42 to \$40.64 Hourly

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.

APPLY NOW!

Submit your application and resume online at 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 materials will be screened on a continuous basis.

Qualified applicants are encouraged to apply early as this recruitment may close at any time.

Depending on the number of applicants this process may be altered.

CULTURAL IDEALS:

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

What's the Role?

We are seeking an organized and reliable individual to join the Recreation Division for the position of Hourly Office Assistant I with the City of Mountain View. This is a part-time and unbefitted position limited to 10-20 hours per week and up to 1,000 hours per fiscal year. You will join a service-oriented, team environment of professionals committed to providing exceptional service to the community at the Community Center. This position requires the ability to work flexible hours during day shifts.

The Essentials

- One year of clerical experience including customer contact is desirable.
- Equivalent to completion of the 12th grade.

Bonus Points

- Bilingual skills.
- College coursework in recreation, office or business management.
- Public sector experience.

What You'll Do

- Provide exceptional customer service over the phone, in person, and via email.
- Assist customers registering for Recreation programs and reserving BBQ facilities.
- Assist with a variety of financial related tasks and responsibilities.
- Work with Microsoft Excel, Word, and Outlook applications, as well as the Department's registration software.
- General filing duties and light data entry.
- Assist Recreation staff with enforcing department policies and other duties as assigned.

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 on the lookout for what needs to be done and the best way to do it.
- You are customer service savvy – you strive to help people and take initiative to find the answer in creative ways.
- You have patience, strong active listening skills and the ability to adapt/respond to diverse patron needs.
- You are diligent with a positive attitude and willingness to learn.

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

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 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. 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.