



**The City of East Palo Alto Invites Applications for the Position of
ADMINISTRATIVE ASSISTANT**

Salary:

\$38.13 - \$46.35 Hourly
\$6,609 - \$ 8,034 Monthly

Plus, an attractive benefits package

Deadline to Apply: November 21, 2025, at 11:59 PM

The City of East Palo Alto is now actively seeking a compassionate, organized, responsible Administrative Assistant for our Public Works Department. The Administrative Assistant performs a variety of complex office administrative, secretarial, and clerical duties in support of an assigned Department Director, including coordinating, organizing, and overseeing the administrative operations and functions of the assigned office. The selected candidate coordinates assigned programs, projects, and services with other City departments, divisions, and outside agencies. In addition to coordinating tasks for the assigned area of responsibility, interacting frequently with the public and providing information or directing questions and requests to the appropriate staff, and performing other duties as required.

This is an open competitive/promotional recruitment, meaning that it is open to qualified permanent employees and any other applicants who meet the minimum qualifications. Two employment lists will be created for internal promotional and an open list of all other non-current EPA employees.

IDEAL CANDIDATE: The ideal candidate will possess the following:

- Be proficient in various Microsoft software applications, including word processing, spreadsheets, and other relevant office technology.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Compose correspondence and reports independently or from brief instructions.
- Proficient in business letter writing and report preparation.
- Be a problem solver who can resolve issues as they arise.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Bilingual is highly desired
- Possess experience in administrative and office support within a municipality is highly desired.

EXAMPLES OF DUTIES:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Relieves director of a variety of administrative details by assisting with duties of an advanced, complex, and sensitive nature; recommends organizational or procedural

changes affecting support activities; recommends improvements in workflow, procedures, and use of equipment and forms.

- Screens calls, visitors, and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, utility rates and fee structure, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public; directs callers to appropriate City staff and EPASD or routes service calls to the field; assists the public and directs the public to appropriate locations/staff.
- Coordinates and participates in the preparation of department budget; initiates department purchases for office supplies and other items as assigned; authorizes payment of invoices; may perform cashier duties by accepting utility payments; may track accounts receivable and accounts payable for expense accounts
- Performs other financial and accounting related duties, including receiving payments and reconciling them with purchasing orders, tracking vendor and invoice information, assisting with bid requests, price quotes, purchase and expenditure requests, and purchase orders.
- Assists in a variety of department and program operations; coordinates, monitors, leads, and participates in special projects, public records requests, staff and/or community events, trainings, and activities as assigned; maintains control files on matters in progress and expedites their completion; serves on committees as assigned.
- Prepares and processes reports, forms, and records, such as confidential personnel transaction forms, Board agenda items, requests for payments, requests for proposals, bid packages, contracts and agreements, and reimbursement requests.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Types, originates, formats, proofreads, and distributes a wide variety of reports, letters, and memoranda, including agenda items or formal communications to rate payers; types from rough drafts or verbal instructions; checks drafts for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials; maintains calendars of activities, meetings, and various events.
- Coordinates and schedules meetings, appointments, and speaking engagements; reserves meeting rooms; maintains reports; compiles and distributes agenda packets; posts meeting agendas in accordance with laws; attends meetings; formats and distributes minutes.
- Coordinates travel arrangements and accommodations for department personnel and submits all related paperwork.
- Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of: Practices and methods of office management and administration, including the use of standard office equipment. Organization and functions of the City and EPASD, including the role of an elected City Council, Board of Directors, and commissions. Applicable codes, regulations, policies, technical processes, and procedures related to the department to which assigned. Applicable Federal and State laws; City, department, and division regulations, codes, policies, and procedures. Recordkeeping principles and procedures. Basic accounts receivable, accounts payable, general ledger, and expense account tracking. EDS tack roll updates. Cashiering functions. Business letter writing and report preparation. Business mathematics and statistical techniques. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff. The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar. Modern equipment and communication tools used for business functions and program,

project, and task coordination. Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to: Perform responsible administrative and secretarial support work with accuracy, speed, and general supervision. Maintain confidentiality and be discreet in handling and processing confidential information and data. Interpret, apply, and explain administrative and departmental policies and procedures. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials. Maintain accurate records. File materials alphabetically, chronologically, and numerically. Make accurate arithmetic, financial, and statistical computations. Compose correspondence and reports independently or from brief instructions. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work. Maintain attention to detail and accuracy. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed. Effectively represent the department, the city, and EPASD in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals. Understand the organization and operation of the city, EPASD, and of outside agencies as necessary to assume assigned responsibilities. Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments. Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks. Perform, coordinate, and complete a wide variety of special projects as assigned. Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to graduation from the twelfth (12th) grade supplemented by specialized course work in typing, bookkeeping, or related office function(s)

Experience: Five (5) years of progressively responsible experience performing office support activities using modern office practices, procedures, and equipment.

License and Certifications: Possession of, or ability to obtain, a valid California Driver's License by the time of appointment and a satisfactory driving record.

SELECTION PROCESS:

It is important to complete all required application materials. Applications will be reviewed in detail to identify the most qualified candidates to interview. The most qualified will be invited to a panel interview. Those that score the highest out of the panel interview will be advanced to department interviews. It is desired that the successful candidate begin employment as soon as possible.

Completion of the supplemental questions is a required part of the application and examination process. "See Resume" will not be acceptable as an answer to supplemental questions.

APPLICATION PROCESS:

To be considered for this exciting opportunity, candidates should apply through CalOpps.org. Please go to the Member Agencies tab, locate San Francisco/Peninsula, Under that select East Palo Alto. Or follow this link; <https://www.calopps.org/city-of-east-palo-alto>. Complete an online application and the required supplemental questionnaire. All materials must be included to be considered as a candidate.

Deadline to Apply: November 24, 2025, at 11:59 PM

Additional inquiries about the position may be directed to Human Resources, dtulabing@cityofepa.org and cc: hr@cityofepa.org with subject line: Recruitment for Administrative Assistant or (650) 853-3152.

The City of East Palo Alto is not responsible for the failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources

BENEFITS:

The City of East Palo Alto offers a competitive benefits package, including choices among plan options for medical, dental, vision, life insurance, short and long-term disability, and CalPERS long-term care insurance.

Union Membership: This position is non-exempt and subject to the overtime rules of the Federal Labor Standards Board and is part of the Service Employees' International Union group (SEIU).

Employee Assistance Program (EAP): Concern's Employee Assistance Program is a confidential counseling service to help you cope with stress and life changes, and the benefits are provided at **no cost** to you and your dependents! Services are available to full-time and regular part-time employees of City of East Palo Alto working 30 or more hours per week and part-time employees working 18 hours or more hours per week as well as your spouse/domestic partner and dependent children up to age 26.

Health Benefits: For medical coverage, the City contracts with Sutter Health and Kaiser Permanente. The city pays 100% employee-only Kaiser Coverage and 65% Dependent Coverage up to the Kaiser Coverage Plan. If enrolled in Kaiser High Deductible Plan, the City will contribute \$2,000 into a Health Equity Savings Account prorated to date of hire.

Dental insurance: is through Delta Dental. The city pays full cost for employees only.

Vision: Supplemental Insurance with VSP (employee paid)

Long-Term Disability: City paid.

Life Insurance: The City pays for coverage of \$25,000

Retirement: CalPERS Classic Members - 2.5% @ 55 formula Employee pays 8% employee contribution. * Three (3) year average final compensation.

CalPERS New Members—2% @ 62 formula Employee pays 7.75% employee contribution. *

Three (3) year average final compensation

Sick Leave: 3.7 hours biweekly

Vacation: Accrual ranges from 80 – 200 Hours per year based on years of continuous service with the City

Holidays: 13 Paid Holidays per year

Bi-lingual Pay: Additional \$50 / pay period. English/Spanish for qualifying individuals and positions after passing a bilingual test.

Tuition Reimbursement: \$600-\$1,000 per year

Deferred Compensation Plan: The City offers an optional 457 Plan through Mission Square.

Employee Assistance Program: The City of East Palo Alto offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

Flexible Spending Plan: Voluntary pretax employee contributions up to \$2,650 for health care expenses and up to \$5,000 for dependent care expenses per year.

ABOUT THE CITY: The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley and is uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983 the residents decided to incorporate as East Palo Alto. The population is approximately 31,500 with an area of 2.5 square miles.

**THE CITY OF EAST PALO ALTO
IS AN EQUAL OPPORTUNITY EMPLOYER**