



Administrative Assistant I

\$25.97 – \$31.56 per hour DOQ

Apply by November 16, 2025

The Position

The City of Suisun City is seeking an administrative professional to provide clerical, administrative, and customer service support within the Development Services Department. The successful candidates will be driven individuals who use sound judgment, communicate clearly and can create strong working relationships, effective at prioritizing multiple projects, and can work under steady pressure with frequent interruptions and a high degree of public contact.

Essential Job Functions

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Organize and coordinate work activities; recommend improvements in workflow, procedures and use of equipment and forms; implement improvements as approved; develop and revise office forms and report formats, as required.
2. Serve as contact and liaison for assigned functions and programs with other City departments and staff, the general public and outside agencies and organizations; negotiate and resolve sensitive and controversial issues; explain, justify and defend programs, policies and activities; supply information concerning fees, permits, legal requirements, procedures and services provided by City departments; refer callers to appropriate City staff for further assistance.
3. Collect, compile and analyze information from various sources on a variety of specialized topics related to programs administered by the position or by management staff; write reports that present and interpret data, identify alternatives and make and justify recommendations.
4. Provide information and forms and assist the public in filling out forms; collect, verify, review and process materials, applications, records and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records, and reports.
5. Perform a wide variety of complex and responsible duties for department and staff; relieve management staff of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.

QUALIFICATIONS

Education/Training: High School diploma or equivalent. Specialized general office and clerical training is highly desirable. Knowledge of Tyler Permitting software is highly desirable.

Experience: Two years of responsible clerical experience involving a high level of public contact. Experience working at a public agency's Building or Planning Departments is highly desirable.

License or Certificate: Possession of, or ability to obtain, a class C California driver's license may be required.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Application/Selection Procedure

The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, go to www.Suisun.com/careers and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form, but should accompany the application. All applications and resumes are reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

Compliance with Americans with Disabilities Act (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

The City of Suisun City is an Equal Opportunity Employer