



# SAN RAFAEL

THE CITY WITH A MISSION

## Administrative Assistant II

\$5,327 - \$6,475 per month

Plus excellent benefits

**APPLICATION DEADLINE:** *Apply by Friday, April 26, 2024, for first consideration*

**THE CITY** is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 62,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$166 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called "[Together San Rafael.](#)" City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

### **THE POSITION:**

The City of San Rafael Sanitation District is recruiting for a full-time Administrative Assistant II position. Under general supervision, this position provides responsible, varied, secretarial and office administrative assistance to the department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (including but not limited to):**

- Set up and maintain financial, statistical, and operational records, including reviewing departmental payroll submittals and various time sheets.
- Administer and maintain complex procedures, including issuing permits, submitting required information/forms for the inter-governmental reimbursements and/or grant monies; and as related to assigned program areas.

- Prepare, distribute, and post agendas and minutes for a variety of meetings; provide additional administrative support which may include the transcription of recorded or written information.
- Create, edit, and update departmental information on the internet and intranet.
- Carry out routine required procedures related to departmental hiring.
- Prepare required statistical reports for various departmental programs.
- Provide information relating to responsibilities assigned in person or by telephone.
- Refer more complex requests, technical inquiries, or serious complaints to appropriate staff members.
- Maintain inventory and office supplies; prepare purchase orders.
- Research and compile information as requested.
- Provide technical and functional supervision as appropriate to clerical personnel; recommend organizational procedural changes affecting clerical activities.
- Screen calls, visitors, and mail and take action appropriate to request/situation.
- Independently respond to letters and general correspondence of a routine nature.
- Make travel arrangements, maintain appointment schedules and calendars, arrange meetings and conferences, and schedule facilities reservations as necessary.
- Operate a variety of office equipment and use a variety of software programs including word processing, spreadsheet, and visual presentation equipment as appropriate.
- Type, edit and format a variety of materials including staff reports, agendas, general correspondence and memoranda; review finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Follow-up on projects, transmits information and keeps informed of departmental activities.
- Initiate and maintain a variety of files and records.
- Oversee and coordinate preparation, compilation, reproduction and distribution of various documents and reports.
- Assist in gathering data, preparing and monitoring the annual budget.
- Perform a variety of tasks related to office administration specific to the department in which assigned.
- Build and maintain positive working relationships with co-workers other City employees, and the public using principles of good customer service.
- Performs related duties as assigned.

**KNOWLEDGE OF/ABILITY TO:**

- Knowledge of English usage, spelling, grammar, and punctuation.
- Knowledge of modern office methods, procedures, computer equipment and various software applications.
- Knowledge of business letter writing and arithmetic.
- Knowledge of organization, procedures, and operating details of the city division to which assigned.
- Knowledge of filing and record keeping practices.
- Ability to learn to perform a wide variety of responsible secretarial and clerical work.
- Ability to on a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.
- Ability to intermittently review documents related to department operations; observe, identify, and problem solve office operations and procedures; understand, interpret and explain department

policies and procedures; explain operations and problem solve office issues for the public and with staff.

- Ability to meet the public tactfully and courteously and answer questions in person and over the telephone.
- Ability to learn and apply policies, rules, and regulations.
- Ability to maintain confidential data and information.
- Ability to compose general correspondence and letters.
- Ability to operate and use modern office equipment including computer equipment and software as assigned.
- Ability to learn to analyze situations carefully and adopt effective courses of action.
- Ability to type at a speed necessary for successful job performance.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contact in the course of work.
- Ability to perform a wide variety of difficult and responsible secretarial and clerical work with limited supervision.
- Ability to compile and maintain complex records and files.
- Ability to independently apply policies, rules, and regulations.
- Ability to understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.
- Ability to work independently in the absence of supervision and work under pressure to meet deadlines.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to prepare statistical, financial, and operational reports.

#### **EDUCATION/EXPERIENCE/OTHER REQUIREMENTS:**

- Equivalent to completion of the twelfth grade AND
- Two years of responsible secretarial or office administrative experience similar to an Administrative Assistant I with the City of San Rafael.
- Valid California driver's license preferred.

#### **PHYSICAL DEMANDS:**

The physical demands described here 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 functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required on a continuous basis, to sit at desk and/or stand for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **APPLICATION AND SELECTION PROCESS:**

**City of San Rafael application is required.** Resumes do not substitute for the City application. Candidates should detail related education and experience on the application since this information

will be used to determine who will be invited to participate in the next phase of the examination process. The examination process may include any or all of the following: Application appraisal, oral board examination, and written examination. The passing point for the oral and/or written examination final score will be 70%. Prior to appointment, candidate must pass a background check, DMV check, pre-employment physical, and fingerprinting. To file an application, go to [www.calopps.org](http://www.calopps.org). Select "Member Agencies". Select "City of San Rafael. Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20493186>.

For more information on the City of San Rafael go to: [www.cityofsanrafael.org](http://www.cityofsanrafael.org)

**Reasonable Accommodation:** The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at 415-485-3474 no later than seven (7) calendar days before the test date.