**THE POSITION**
The City of American Canyon (Pop. 20,000) is located in southern Napa County. The City of American Canyon is committed to public service and serving our community. At all levels of the organization, we embrace customer service, community engagement, professional excellence and collaboration. The City organization is well-respected by the community and enjoys a high level of community engagement. In 2014, the City Council adopted a new vision and strategic plan for the City and the City team is focused on delivering results.

The current Administrative Clerk III opening is in the City’s Parks and Recreation Department. When assigned to the Parks and Recreation Department the Administrative Clerk III works in a team to support the administrative functions and operations of the Parks and Recreation Department. The Administrative Clerk III works in a fast-paced environment and must be able to juggle many tasks at once, oftentimes in a noisy setting. The position has four wide ranging responsibilities. Foremost, this position oversees and leads the customer service function within the department. The Clerk III provides leadership for one fulltime Clerk I/II and several part-time office assistants. This position is responsible for customer service functions and must become an expert in and manage the Recreation Management Database for program registration and facility reservations. They must also review and evaluate current processes and policies to ensure good service, efficiency, and cost effectiveness. This position serves as a communications conduit from the department to the rest of the organization and the public. They are responsible for the organization and development of the triannual Activity Guide, among other communications tools. Finally, this position provides general administrative assistance in the operation of the department including coordinating the purchasing process, processing accounts payable, and assisting with data entry and other projects.

The eligibility list established during this recruitment may be used for future openings within the City.

**MINIMUM QUALIFICATIONS**

**Experience:** EITHER: Two years of full-time experience as an Administrative Clerk II with the City of American Canyon; –OR- Four years of clerical/office support experience.

**License:** Requires a valid Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

**THE SELECTION PROCESS**
The City of American Canyon application must be submitted online by the filing deadline Friday, August 11, 2017 by 5:00 p.m. To apply, please visit [www.cityofamericancanyon.org](http://www.cityofamericancanyon.org) (City Departments/Human Resources/Job Opportunities).
After the City has reviewed the applications and determined an applicant has met the minimum qualifications for the position, the City will require the applicant submit an additional form related to conviction history.

The selection process includes a written test that is tentatively scheduled for the week of September 4, 2017. Candidates successful in the written test will then be placed on the eligibility list in rank order of scores received on the test. Once the eligibility list is established a supplemental questionnaire will be required. The City will review the supplemental flyer and then consider candidates from the eligibility list to participate in the departmental hiring process for final selection. Placement on the eligibility list is not a guarantee of a final hiring interview.

Prior to providing a Conditional Offer of employment the City will conduct a reference check including but not limited to the verification of employment history and education.

After a Conditional Offer of employment is made, applicants will be required to complete and pass a pre-employment physical and a drug screen. Additionally all Conditional Offers of employment will be made and contingent upon successful completion of Livescan Fingerprinting. The resulting report of conviction history (if any) will be used to determine whether the nature of the conviction (or arrest, in limited circumstances) will disqualify you as a candidate based on the specific requirements of the position to which you are applying. If selected for fingerprinting, the hiring department will contact you to schedule an appointment.

**COMPENSATION AND BENEFITS**

**Monthly Salary: $3,902-$4,742**

The City provides a generous benefits package which is outlined on the following page.

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This publication can be made available in alternative formats for persons with disabilities by calling (707) 647-5306 (Voice) or 711 for the California Relay Service or e-mailing the ADA Coordinator, Laci Kolc at lkolic@cityofamericananyon.org. Please allow 72 hours for your request to be processed.

The City of American Canyon is an Equal Opportunity Employer.
Benefits for City Employees

GENERAL EMPLOYEES

Benefits
- The City contributes a monthly payment equal to 90% of the Kaiser HMO premium rates at each level of coverage (Employee only, Employee plus One Dependent, and Family) for active employees.
- Employees covered by another insurance plan may be eligible for $400 per month in lieu of health coverage.
- The City contributes 100% of the current “Supplement/Managed Monthly Employee Only Rate for Kaiser Senior Advantage” (currently $300.48) to assist with medical insurance costs for CalPERS covered retirees.
- $273.73 “Cafeteria Plan” towards out-of-pocket medical health premium, if any, Life, Group LTD, Dental and Vision Insurance and an Employee Assistance Program.
- Several “family friendly” benefits such as sick leave for dependent care, bereavement, and flexible work schedules.

Paid Leave
**Vacation:**
- 12 days = 0-3 years of service
- 15 days = 4-9 years of service
- 20 days = 10-15 years of service
- 25 days after 16 years of service

**Sick Leave:**
- 12 days per year.

**Holidays:**
- 15 paid holidays per year.

**Vacation Same as Cash:** Eligible employees may convert a portion of their accumulated vacation to cash based on certain guidelines.

**Longevity Pay**
After the completion of 10 years = $100 per mo.; after the completion of 15 years = $150 per mo.; after the completion of 20 years = $200 per mo.; after the completion of 25 years = $250 per mo.

**Union Representation**
The City of American Canyon is an Agency Shop. Positions subject to agency shop shall as a condition of continued employment, have 30 days from the date of hire to either join the union or pay an equivalent fee to an identified non-profit organization.

**Retirement Plan - CalPERS 2% @ 55 formula – CalPERS classic members**
Employees are covered by the Public Employees’ Retirement Systems (PERS). Employees’ seven percent contribution is employee paid. This formula has single highest year compensation.

**Retirement Plan – CalPERS 2% @ 62 formula – CalPERS new members**
- Three year average on final compensation
- A pensionable income cap of $142,530

The City provides deferred compensation programs in which employees may participate.

*Please see the current Memorandum of Understanding with the General Unit Employees and the City of American Canyon for more detailed information related to benefits.*