

City of Saratoga invites your interest in the position!

Deadline to apply is Friday,
October 17, 2025. Interested
candidates are encouraged to
apply early.

About the City

The City of Saratoga is an attractive residential community of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The city's historic downtown district, known as "The Village," has distinctive dining, unique shops, and numerous buildings dating back to the late 1800's and early 1900's. Saratoga residents place an emphasis on retaining the quality of the city's semi-rural ambiance. The City also is home to Montalvo Arts Center and the Hakone Estate & Gardens, the oldest Japanese-style residential garden in the Western Hemisphere.

Read more at Saratoga.ca.us



**View the Complete
Job Description**

Executive Assistant

\$46.77-\$56.83 per hour (5-step Range)

Full-time, benefited position (FLSA non-exempt)

ABOUT THE POSITION

We have an amazing opportunity for an experienced, detail-oriented administrative professional to join our team as an Executive Assistant. In this essential role, you will serve as the primary contact and liaison for the City Manager's Department, working under the general supervision of the Assistant City Manager. As our Executive Assistant, you will provide comprehensive administrative support including calendar management, budget administration, City event coordination, and public outreach initiatives. You will be responsible for managing a wide range of complex administrative duties with independence, initiative, and sound judgment, supporting staff and elected officials while maintaining confidentiality when required.

Your diverse responsibilities will include coordinating City Manager and City Council activities, facilitating meeting logistics, handling departmental correspondence, and overseeing special projects such as SaratogaROCKS and Median Banner public outreach program. You'll also coordinate City events including ribbon cuttings, Commissioner recognition, and the City Council reorganization ceremony. As a strong, organized, and focused administrator, you'll handle budget support tasks, process invoices and purchase orders, and utilize computer systems and office equipment to maintain and ensure efficient departmental operations.

EXPERIENCE AND EDUCATION

Equivalent to the completion of the twelfth (12th) grade supplemented by college coursework or specialized training in office management, business or public administration, or a related field and four (4) years of increasingly responsible experience providing office management and administrative support to executive-level leadership preferably in a municipal setting. Possession of, or the ability to obtain, a valid California Driver's License upon appointment is required.

The ideal candidate will bring extensive experience in providing high-level administrative support with tact and professionalism. The successful candidate should possess comprehensive knowledge of office management practices, municipal government operations, and administrative procedures. Essential qualifications include proven expertise in administrative support for executive leadership and strong communication skills. As the face of the City Manager Department, you must excel in customer service and effectively interact with the public, City staff, and elected officials.



How to Apply

To be considered for this exciting career opportunity, please apply online through www.calopps.org.

As part of your online application, provide the City with a cover letter along with a resume and responses to the required supplemental questions. Applications that do not include all of these elements will not be considered. The most qualified applicants will be invited to participate in the testing process, which will consist of oral interviews.

Deadline to apply is Friday, October 17, 2025, at 5:00 pm but may close sooner if a sufficient number of qualified applications are received. Interested candidates are encouraged to apply early.



CITY GOVERNMENT

The City of Saratoga was incorporated in 1956 and operates under a Council-Manager form of government. At the time of incorporation, many school and utility districts were in existence and consequently more than one district may serve within the City's boundaries. Fire protection services are provided through special districts, and the City has formed collaborative relationships and established service contracts with other governmental agencies including law enforcement services through Santa Clara County Sheriff's Office, animal control services provided by the City of San Jose, recreation programs provided by Los Gatos-Saratoga Community Education and Recreation, and library services provided by Santa Clara County Library District. In addition, sanitation services are provided by West Valley Sanitation District and Cupertino Sanitary District.

The City's FY 2025/26 General Fund Operating and Capital Improvement Budget is \$52.7M and includes 56.6 full-time equivalent (FTE) positions. The City's organizational structure includes five departments: City Manager, Community Services, Administrative Services, Community Development, and Public Works.

City offices operate on a 9/80 schedule. This position is located at City Hall, 13777 Fruitvale Avenue; operational hours are 7:30 am-5:00 pm.

COMPENSATION AND BENEFITS

The City of Saratoga provides excellent compensation and benefits. The salary for this position will be set at a step between steps 1 and 5 based on qualifications and experience of the selected candidate. The City has a seven-step range, including multi-year steps 6 and 7. Advancement to steps 6 and 7 is after four (4) years of satisfactory service at Steps 5 and 6, respectively.

The attractive benefits package includes:

- CalPERS Retirement Plan: 2% at age 60 formula for "Classic Members" or 2% at age 62 formula for "New Members."
- CalPERS Health Insurance: Comprehensive HMO and PPO plan options available. The City contributes monthly towards the full cost of the monthly health plan premium for employees and eligible family members.
- Dental Insurance: Comprehensive in and out of network plan options available. The City contributes 100% of the dental premium.
- Life Insurance: City paid coverage group term life policy of \$100,000.
- Deferred Compensation: The City will match contributions to a pre-tax deferred compensation account up to a maximum of \$150 per month.
- Paid Time Off (PTO): PTO is accrued at a rate of 22 days per year.
- 9/80 City Work Schedule: Nine-hour days Monday through Thursday, eight-hour day one Friday, then off the next Friday.
- [View the Complete Summary of Benefits online.](#)

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