



DEPARTMENT OF PUBLIC WORKS

Come work for the City of San Rafael!

The Public Works Department is seeking candidates with administrative experience to join our dynamic team.

Job Openings: Senior Administrative Assistant
Administrative Assistant I/II



CONVIENENT, CENTRAL LOCATION

The Public Works Department is located just 0.5 miles from the Richmond-San Rafael bridge, 20 minutes north of San Francisco, easy transit options from the new SMART train station, and free parking on site.



FRIENDLY, SUPPORTIVE STAFF

Never worked for government before? New to Public Works? Don't fret. Our staff are friendly and will help you adjust to our office and the City. So long as you are ready to learn, we are ready to teach!



EXCITING PROJECTS

It's never a dull day in Public Works. From multi-million dollar roadway construction projects, to neighborhood playground remodels, our engineers and maintenance staff are constantly doing work to improve our City.



DYNAMIC, PROBLEM SOLVING TEAM

Our staff is encouraged to reduce bureaucracy, be creative, work collaboratively, and make things happen. This is also a unique and exciting opportunity to make meaningful changes and improvements in our administrative processes.

JOB DUTIES

Receives visitors and calls, including frequent communication to the public. Maintains financial and clerical records for the Public Works Department. Provides support to Engineering, Maintenance and Management staff. Other general administrative duties as needed.

COMPENSATION

Senior Admin Asst.
\$4,886-\$5,939 monthly

Admin Asst. I/II
\$4,115-\$5,155 monthly

Plus excellent benefits including healthcare, retirement, vacation and holidays, and family friendly policies.

APPLY BY FEBRUARY 14!

Visit www.calopps.org/city-of-san-rafael ➔ **Job Openings**

Apply by Wednesday, February 14th for first consideration

Questions? Contact:

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