



**An Exciting Career Opportunity with the City Manager's Office!**

## **EXECUTIVE ASSISTANT TO THE CITY MANAGER**

**FIRST REVIEW OF APPLICATIONS:**

**Friday, June 18 at 12:00 PM**

This recruitment will remain open until filled





## About Us

Fremont is a well-managed and innovative city! Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, clean technology and advanced manufacturing, a low crime rate, great schools, a low unemployment rate, quality parks, nearby open space, and an incredibly diverse population of over 235,000 residents. As a full-service city, Fremont employs 962 regular employees and operates on a FY 2020-21 General Fund budget of \$213.4 million. With its strong and diversified business base, Fremont is an important economic force in the region. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

## The City Manager's Office

The City Manager's Office provides strategic leadership that supports the Mayor and the City Council in its policymaking role; and effectively motivate and challenge the organization to deliver high quality services that meet the community's needs while ensuring that effective communication tools are used to engage the workforce and community.

## Ideal Candidate

The City Manager's Office is searching for an effective and self-motivated individual who has the ability to perform a variety of technologically complex, responsible and confidential administrative duties in a fast paced environment to support an executive. The Executive Assistant to the City Manager must be well versed in writing, reporting, scheduling, organization, time management and travel logistics. The ideal candidate will be resourceful, innovative and have strong customer service skills to communicate effectively orally and in writing. The Executive Assistant to the City Manager will demonstrate the ability to be flexible, sensible and respectful while working in a diverse environment. The successful candidate will work collaboratively with staff within the City, as well as outside agencies and citizen groups. The Executive Assistant to the City Manager should be comfortable with modern business technology, modern municipal business systems (PeopleSoft, Tyler-Munis, MinuteTraq) and possess skills with Microsoft Suite programs (Word, Excel, PowerPoint, Publisher, Outlook), Adobe Pro, DocuSign and virtual collaboration technology. An Associate's degree or higher is preferred. Experience with a public agency is also desirable.



## The Position & Responsibilities

The Executive Assistant to the City Manager is a critical position in the City Manager's Office. Examples of responsibilities include the following:

- Maintain executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Conserve executive's time by reading, researching, and routing correspondence; drafting/proofing letters and documents; collecting and analyzing information.
- Maintain confidence and protect operations by keeping information confidential.
- Prepare reports by collecting and analyzing information; Assist in development and preparation of staff reports for submittal to the City Manager or City Council; develop PowerPoint presentations.
- Compile staff reports for quality assurance and completeness.
- Provide historical reference by developing and utilizing filing and retrieval systems, including maintaining records and files for administrative activities in the City Manager's Office.
- Maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies; monitoring/controlling expenditures.
- Prepare or process various documents using a variety of computer and desktop publishing software and applicable to assignment.
- Interpret and explain City and department policies, rules, and regulations in response to inquiries.
- Communicate effectively and provide support to City Councilmembers.
- Provide clerical support for assigned task forces, commissions, and boards.
- Provide a high level of customer service, both internally and externally.
- Ensure proper operation of office equipment by completing preventive maintenance requirements; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Contribute to team effort by accomplishing related results as needed.
- Possess a positive "can-do" attitude.

## Minimum Qualifications

The successful candidate will have any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactorily perform the essential duties of the job. A typical way to obtain the required knowledge and skills would be:

**Education:** Completion of twelfth grade or equivalent, supplemented by course work in business, accounting or related field.

**Experience:** Four years of increasingly responsible secretarial experience.

**Licenses, Certificates & Special Requirements:** Possession of, or ability to obtain by the time of appointment, a valid Class C California Driver's License.





## Compensation and Benefits

The annual salary is \$90,474 —\$109,972 depending on qualifications.

Current benefit features include:

- **Medical** – A variety of plans are offered through CalPERS.
- **Dental** – Plans are offered through Delta Dental.
- **Vision** – Plans are offered through VSP.
- Cafeteria Benefits Plan for employees/dependents includes up to \$2,350 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.
- **Retirement:** As defined by the Public Employees' Pension Reform Act of 2013 (PEPRA) and in the \*CalPERS retirement system, Classic Members will receive CalPERS retirement benefits under the 2% at age 60 plan. New Members will receive CalPERS retirement benefits under the 2% at age 62 plan.
- **Deferred Compensation Voluntary Plan Options** – The City offers two optional 457 plans for employee participation.
- **Income Protection** – The City provides basic plan coverage for Life and Accidental Death and Dismemberment and Long Term Disability with additional coverage available for purchase by the employee.
- **Flexible Benefit Plan** – Employees have the option to contribute tax-free income for medical premiums, healthcare reimbursement and dependent care reimbursement.
- **Commuter Benefits (Parking and Transportation)** – Employees have the option to set aside money on a pre-tax basis to pay for work-related commuting and parking expenses.
- **General Leave** – Varies based on years of experience
- **Holidays** – 12 days paid and 1 floating holiday
- A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This position is a Confidential unrepresented position. The probationary period for this position is 12 months.

\*Refer to CalPERS web site for complete definitions of Classic and New employees: [www.calpers.ca.gov](http://www.calpers.ca.gov)



## How To Join Our Team

To be considered for this position, apply online by submitting a completed City application, resume and cover letter through our on line application system: [www.fremont.gov/cityjobs](http://www.fremont.gov/cityjobs).

The process may include individual and/or panel interviews, professional reference checks, fingerprint check for criminal history, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. This recruitment may be used to fill multiple positions in this department. If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the candidates from this recruitment.

## Tentative Recruitment Schedule

**This position will remain open until filled. Interested candidates are encouraged to apply as soon as possible.**

**First Review of Applications:** Friday, June 18, 12:00 p.m. (Noon)

**Oral Board Interviews:** Date(s) to be determined when a viable number of candidates is reached.

**Hire Date:** As soon as possible or at a mutually agreeable date.

## Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by sending an email to [humanresources@fremont.gov](mailto:humanresources@fremont.gov).

**The City of Fremont is an Equal Opportunity Employer.**



The information contained herein is subject to change and does not constitute either an expressed or implied contract

## Supplemental Questionnaire - Executive Assistant to the City Manager

### General Information

The completion of this supplemental questionnaire is required in order to be considered for the Building Inspector Specialist position, and is an integral part of the examination process to assess your qualifications and experience as it relates to the position. You will be prompted to respond to the following questions in the online application process:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer “see resume” or “see application” as these are not valid answers. Select “Yes” to reflect that you have read and understand this statement.
  - ☐ Yes
  - ☐ No
2. What is your highest level of education?
  - ☐ Did not complete high school or equivalent
  - ☐ High school diploma or equivalent
  - ☐ Some college
  - ☐ Associate’s degree
  - ☐ Bachelor’s degree or higher
3. Please specify any coursework you have completed in business, accounting or related field.
4. Do you have work experience as an Executive Assistant or similar position supporting an executive, boards and/or commissions? If so, briefly describe your experience. In your response, include the position(s) held and the specific job responsibilities that have prepared you for the Executive Assistant to the City Manager with the City of Fremont.
5. Do you have work experience with a public agency?
  - ☐ Yes
  - ☐ No
6. Describe your experience utilizing technology inclusive of Microsoft Suite Programs (Word, Excel, PowerPoint, Publisher, Outlook), Adobe Pro, DocuSign, virtual collaboration tools and any modern municipal business systems (PeopleSoft, Tyler-Munis, MinuteTraq).
7. Do you possess a current and valid California Driver’s License?
  - ☐ Yes
  - ☐ No