



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

ADMINISTRATIVE ASSISTANT FIRE DEPARTMENT #26A- 11

SALARY:

\$ 8,954.01 - \$ 10,752.21 / Monthly

Closing date: Friday, March 27, 2026

(Opened: Friday, March 6, 2026)

Application Process

Apply online at

www.CalOpps.org

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

In Person Oral Board Interviews

tentatively scheduled for

Thursday, April 23, 2026

Please note this examination process will consist of at least one oral board interview process to establish an Eligible List for both current and future vacancies citywide.

All applications including supplemental questionnaires will be reviewed for completion, relevant education, experience, training and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



ABOUT THE CITY

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by **excellence, integrity, service, collaboration, inclusion, and innovation**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Fire Department team that fosters innovation, creativity and collaboration, we hope you'll apply.

ABOUT THE FIRE DEPARTMENT

The Department includes seven fire stations housing seven engines and one truck company, led by a Fire Chief, and staffed by over 95 employees including Firefighters, Firefighter/Paramedics, Captains, Battalion Chiefs, two Deputy Fire Chiefs, Fire Prevention staff, Training staff, and Administrative staff.

Mission Statement

To protect life, property, and the environment from fire, medical, disaster, and hazardous materials related incidents through emergency mitigation, public education and code enforcement.

Commitment

To deliver high quality, professional and effective customer service.

ABOUT THE POSITION

The City of Redwood City invites you to apply for the position of ADMINISTRATIVE ASSISTANT. The current opening is in the Fire Department and provides an excellent opportunity for an innovative and creative professional seeking variety and challenge. Reporting directly to the Management Analyst, this high-impact role is a key member of the Department's administrative team.

The successful candidate will serve as the Department's payroll timekeeper. Additional responsibilities include managing executive scheduling, processing invoices and payroll, assisting with the Department's annual budget, and supporting purchasing card administration. This position requires strong organizational skills, discretion in handling confidential information, and the ability to manage multiple priorities in a fast-paced public safety environment.

The candidate should be a confident, organized, and enthusiastic self-starter able to work well with a large, diverse staff. The successful candidate will oversee and coordinate office support functions, including project management and other related duties as required. Good written and oral communications skills are required.

BUILD A GREAT COMMUNITY TOGETHER



BENEFITS

The successful candidate will enjoy the following benefits:

- **Retirement:** Public Employees Retirement System (PERS) CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Health Insurance:** The City pays 90% of premium, up to \$2,461 per month
- **Dental & Vision Insurance:** 90% premium paid by City.
- **Life Insurance**
- **Employee Assistance Program**
- **Vacation Leave:** 10-25 days per year
- **Sick Leave:** 12 days per year
- **Paid Holidays:** 15 days per year
- **Flexible Spending Account**
- **Fitness Center:** Access at City facilities.
- **Education, Technology & Wellness Reimbursement Program.**
- **Commuter Program**

CITY VALUES



Typical duties may include the following:

Provides oversight to one or multiple programmatic areas, depending on the department to which assigned; ensures that work is completed in an appropriate manner and that program goals are met; recommends and implements policy or procedural changes related to the programmatic area(s); may develop the budget and time schedules for the programmatic area(s). Conducts administrative, operational, budgetary, financial, procedural or other information or research projects related to the department or functional area to which assigned; analyzes alternatives and makes recommendations regarding such matters as administrative policies, budget development, staffing, productivity and other matters. Attends to a variety of office administrative details such as following up on projects, transmitting information, keeping informed of departmental activities, processing payroll forms, arranging equipment and supply purchase, equipment maintenance, attending meetings and serving on a variety of committees. Confers with staff of other City departments, representatives of government, community, business and public agencies and the public. Initiates specified correspondence independently for signature by appropriate management, supervisory or professional staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage; uses a computer or word processor and appropriate word processing, desktop publishing and spreadsheet software. Receives and screens visitors and telephone calls, providing information which requires tact, discretion and the interpretation of policies and procedures; takes messages or refers the caller to the proper person. Researches and compiles a variety of informational materials from sources both inside and outside the office; summarizes such information as directed and may prepare reports from such materials. Organizes and maintains various office files, including personnel and tickler files; purges files as required. Provides supervision to office support staff; plans, assigns and reviews work; trains staff in work procedures. May serve as secretary to a Board or Commission, preparing agendas, assembling and distributing materials and taking minutes; may provide staff support to Commission members. Uses standard office equipment, using a computer, in the course of the work; may drive a personal or City motor vehicle in order to attend meetings or deliver or pick up materials. Perform work with a record of regular attendance and punctuality.

THE IDEAL CANDIDATE

The ideal candidate is an enthusiastic self-starter who anticipates the Department's needs and thrives in a fast-paced public safety environment. As a paraprofessional, they will apply strong analytical skills to identify process gaps and recommend improvements.

This individual is a collaborative team player who is comfortable balancing multiple priorities. They embrace the City's commitment to excellent customer service, demonstrate strong attention to detail, and can perform a wide range of complex, responsible, and confidential duties in support of the Management Analyst.

The successful candidate can synthesize, evaluate, and summarize information; identify problems; and use sound judgment and initiative to analyze issues and take appropriate action. They are adaptable, flexible, receptive to direction, and able to follow established policies and procedures. A sense of humor is appreciated.

Proficiency in Microsoft Word, Excel, and PowerPoint is required, and a willingness to learn emerging software is expected. Experience with Oracle and/or other Enterprise Resource Planning (ERP) systems is preferred.



MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying.

A typical way to obtain the knowledge and abilities would be:

Education

Equivalent to completion of two years of college or possession of an Associate of Arts degree with major course work in business or public administration or a field related to the work. Additional experience as described above may be substituted for the education on a year-for-year basis.

Experience

Three years of experience providing responsible office administrative and secretarial assistance to management and professional staff.

Licenses & Certificates

Possession of, or ability to obtain, an appropriate, valid driver's license.

Knowledge of:

- Functions and procedures related to the programmatic area of assignment.
- Computer applications related to the work.
- Applicable laws, codes, rules, regulations and policies.
- Standard office administrative and secretarial practices and procedures, including filing and business letter writing.
- The operation of common office equipment, including a word processor and personal or on-line computer equipment and word processing and spreadsheet software.
- Correct business English, including spelling, grammar and punctuation.
- Business arithmetic, including basic statistics.
- Records management principles and practices. Basic budgetary principles and practices.
- Basic supervisory principles and practices.

Ability to:

- Plan, develop, oversee, review and carry through assignments in the programmatic area(s) to which assigned.
- Perform paraprofessional level analytical work in the area to which assigned.
- Provide varied secretarial and office administrative assistance to management, supervisory and professional staff. Interpret, apply and explain applicable regulations, policies and procedures.
- Prepare clear and concise reports, correspondence, procedures and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.
- Use tact, discretion, initiative and independent judgment with established guidelines. Compose correspondence independently or from brief instructions.
- Organize and maintain accurate records and files. Make accurate arithmetic, statistical and budgetary calculations.
- Operate standard office equipment, including a personal computer.
- Type at a net rate of 60 words per minute from printed copy. Plan, direct and review the work of others and train others in work procedures.

Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Criminal History Check
- DMV Check
- DOJ Fingerprint Check
- References



**SUPPLEMENTAL QUESTIONNAIRE
ADMINISTRATIVE ASSISTANT #26A-11
CITY OF REDWOOD CITY**

Please answer the following questions.

1. In this position, you will be juggling competing priorities that may, at times, have competing deadlines. Do you have experience with this type of work environment? If so, how did you juggle these priorities?
2. Do you have experience processing payroll or serving as a payroll timekeeper? (Yes or No)
3. If you answered “yes” to question 2, please describe your experience processing payroll or serving as a payroll timekeeper.
Please include information regarding the following areas as it relates to your experience:
 - Approximate number of employees supported
 - Payroll system(s) used
 - Your specific responsibilities
 - Any auditing or reconciliation functions performed
4. Do you currently, or have you previously worked in a public safety, government, military, or other structured environment? (Yes or No)
5. If you answered “yes” to question 4, please describe your experience and how you adapted to the organizational culture.

The City of Redwood City is proud to be an Equal Opportunity Employer!
*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.
Any provisions contained in this bulletin may be modified or revoked without notice.*