



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:
SECRETARY
(RED MORTON COMMUNITY CENTER)
#26A-7

SALARY:
\$7,114.40 - \$8,645.28 / Monthly

Closing: April 24, 2026
at 5:00 PM

Or upon receipt of the first 150
applications
(Opened: April 2, 2026)

Interested in joining the Redwood
City team?

Submit your application via:
www.CalOpps.org

In Person Oral Board Interviews
and a Bilingual Test (if applicable)
tentatively scheduled for
Wednesday May 13, 2026

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

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.

All applications 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.



WHY JOIN THE REDWOOD CITY TEAM?

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 core values of **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

ABOUT THE POSITION

The City of Redwood City invites you to apply for the position of SECRETARY in the Parks, Recreation and Community Services Department (Recreation Division). The successful candidate will perform a wide variety of complex and secretarial duties in daily support of the Red Morton Community Center. This position has the responsibility for a wide range of administrative support functions as well as providing top-notch customer service to customers of all ages and backgrounds. **Verbal bilingual skills (Spanish/English) are highly desirable.**

Typical duties include, but are not limited to:

- Independently compose correspondence related to responsibilities assigned.
- Act as a receptionist and customer service specialist for general City services
- Initiate and maintain a variety of files and records for information such as payroll, attendance, budget, payables, as well as taking activity registration.
- Recommend organization or procedural changes affecting the administrative team.
- Serve as back-up for other administrative staff as necessary.
- May serve as Secretary for a Board, Commission or Committee.
- Assist non-profit partners and organizations with clerical and financial duties.
- Provide guidance and connections for participants seeking recreation programs, sports leagues, non-profits, or community support.
- Supervise and train staff and volunteers.
- Perform related duties as assigned.
- Thrives in an active, fast-paced setting that includes gym spaces, teen centers, and summer camp programs.

THE IDEAL CANDIDATE

The ideal candidate excels in attention to detail, is highly organized, and embodies a proactive, positive attitude. They'll practice compassion and patience while providing top-notch internal and external customer service, apply an equity-focused approach, and have strong analytical skills. Proficiency in modern office technology, including multi-line phone systems and Microsoft Office, is a must. The ideal candidate will take pride in their work by ensuring consistent quality, timeliness and compliance with all appropriate laws, best practices, and City values that promote diversity, integrity, trust and respect. They will thrive in a collaborative team environment, working with various City staff and the public, and ideally, they will have prior experience working in an environment catering to participants of all ages and backgrounds.



BENEFITS

The successful candidate will enjoy the following benefits:

- **Public Employees Retirement System (PERS)** 2%@60 for current “classic” members, 2%@62 for new members.
- **Health Insurance:** Opportunity to select from a variety of plans that are administered by PERS; Maximum City contribution is 2,733.19/month for 2026.
- **Dental Insurance:** City paid 95% premium.
- **Vision Insurance:** City paid 90% premium.
- **Long Term Disability**
- **Employee Assistance Program**
- **Life Insurance**
- **Bilingual Premium:** 2.5% - 5%
- **Vacation leave:** 10-25 days/year.
- **Sick leave:** of 12 days per year
- **Holidays:** 14 per year and *Holiday pay
- **Education Expense Reimbursement:** \$1,500/yr.
- **Fitness center:** access at City facilities.
- **Commuter program**



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:

Experience

Four years of increasingly responsible clerical experience, including one year comparable to that of an Administrative Clerk III in the City of Redwood City.

Education

Equivalent to the completion of the twelfth grade, including or supplemented by specialized clerical courses.

Licenses & Certificates

Possession of, or ability to obtain, an appropriate, valid California Driver’s License.

Special Requirements: Bilingual (Spanish/English) verbal skills are highly desirable.

Knowledge of:

- Operations and procedures of the City office or department to which assigned.
- Principles of supervision and training.
- English usage, spelling, grammar and punctuation.
- Office procedures, methods and equipment.
- Record keeping principles and procedures.
- Municipal agency operations and services
- Operational characteristics of specialized software.
- Modern office procedures and technology solutions to execute daily and routine business processes including the use of Microsoft Office Suite, Microsoft Teams, and Zoom
- Principles and practices of relentless customer service
- Methods and techniques of evaluating administrative processes and recommending automated solutions.

Ability to:

- Perform responsible and difficult secretarial work involving the use of independent judgment.
- Type at a speed necessary for adequate job performance.
- Proficient in note taking.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Plan and assign work and train other clerical employees.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Effectively relate to people from all social, economic, ethnic backgrounds and of all ages
- Be an attentive and compassionate listener and thrive in a team-oriented environment.



- Perform tasks efficiently in a fast-paced environment, demonstrating precision, patience, and adaptability.
- Exercise initiative and independent judgment as appropriate.
- Enforce building policies and make procedural decisions without immediate supervision.
- Prepare, maintain, and present accurate and comprehensive records and reports.
- Collaborate seamlessly across the organization, fostering positive relationships with employees, external entities, and the public.
- Interact professionally and impartially with constituents, City staff, and City Council members.
- Produce work with technical proficiency, creativity, clarity, and correct grammar.
- Communicate effectively in both written and oral forms.
- Promote an inclusive work environment characterized by diversity, integrity, trust, and respect.
- Safeguard the confidentiality of departmental information.
- Operate modern office equipment, including computers.
- Learn and evaluate new computer software solutions.
- Train volunteers and staff

A City application and supplemental questionnaire is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check
3. Credit Check
4. Fingerprint Check
5. TB Test



**SUPPLEMENTAL QUESTIONNAIRE
SECRETARY #26A-7
CITY OF REDWOOD CITY**

Please provide answers to the following questions. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Do you currently possess bilingual verbal proficiency in Spanish and English? (Yes/No)
2. Share an example of when you had to enforce a policy or say “no” to a customer, parent, or colleague. How did you handle the situation while maintaining professionalism and quality of service?
3. It's 4:45 p.m. The phone is ringing, a parent is waiting at the counter, a staff member needs a report before 5:00pm, and a youth participant just spilled something in the lobby. Walk us through what you would do next.
4. What systems do you personally use to stay organized when managing schedules, communications, and deadlines?

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.*