



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

PART-TIME PLANNING ADMINISTRATIVE FELLOW

(6-MONTH LIMITED TERM)
#25C-26

(CASUAL/HOURLY)
18-20 hours per week

SALARY:
\$18.20-\$25.91 / hourly

Opened 10/10/2025
(Closing date 10/24/2025 or upon
receipt of 30 applications)

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

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job-related qualifications. The most qualified applicants will be asked to participate in an interview with Planning staff.

Depending on the number of applications, the above process may be altered. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.



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 the **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. 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.

ABOUT THE POSITION

The City of Redwood City invites you to apply for the position for the Community Development Department. This employment opportunity is excellent for a well-organized "people person" seeking variety and challenge.

This position has the responsibility for a variety of administrative support functions as needed. Typical duties include, but are not limited to: answering and directing telephone calls; interaction with the public, taking and responding to messages as directed, providing administrative support such as filing, data entry, and preparing correspondence, assist with the preparation of Boards and Committee materials, updating documents, scheduling meetings, maintaining calendars, assist with records management, processing mail, and assisting staff with projects as needed.

This position is a non-benefited casual position. This position will be utilized for vacation relief and work overflow on a part-time basis, the work schedule will vary (as needed) between 18-20 hours per week, not to exceed 1,000 hours in a fiscal year.

THE IDEAL CANDIDATE

Will embrace the City's emphasis on providing excellent customer service; will understand need for confidentiality; will be able to manage multiple tasks; possess well-developed customer service, organizational, and computer skills; will be a team player who likes working with a variety of City staff and the public. Bilingual abilities (Spanish/English) is a plus but not required. The ability to work through June 2026, at a limited capacity, is strongly preferred.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Experience

- Education equivalent to completion of the twelfth grade.
- At least one – two years of experience performing typing and general clerical work is highly preferred.
- Early college students encouraged to apply.

BUILD A GREAT COMMUNITY TOGETHER



BENEFITS

- This is a non-benefited casual position.
- Casual employees may not work more than 1000 hours per year.
- Casual employees will receive sick leave in accordance with State Law.

Knowledge of:

- Microsoft desktop applications including Word, Excel, Outlook and PowerPoint
- English usage, spelling, grammar and punctuation
- Office methods and practices including telephone techniques and computers
- Operation of standard office machines
- Processing of accounts payables and updating Excel spreadsheets

Ability to:

- Provide excellent customer service
- Perform responsible clerical work with speed and accuracy, exercising initiative and independent judgment as appropriate
- Manage a variety of assignments with multiple deadlines
- Understand and carry out both oral and written directions
- Coordinate work with other staff as assigned
- Establish and maintain cooperative work relationships
- Type at a speed necessary for adequate job performance
- Exercise judgement in records management
- Maintain confidentiality

Special Requirements:

Must be willing to work at City Hall for a minimum of three business days from Tuesday-Thursday per week.

A City application 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. DOJ/Fingerprints

Special Instructions:

Submit your application via: www.CalOpps.org

A City application is required. Applications must be filled out completely. Failure to complete the application will disqualify the applicant from the recruitment process. Failure to list work experience, education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to disqualification. Resumes may be attached separately, but resumes will not be accepted in lieu of a City application.

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

