



The City of Patterson

Invites your interest in the position

Executive Administrative Assistant Confidential



APPLICATION DEADLINE: Open Until Filled

FIRST REVIEW OF APPLICATIONS: August 1, 2025

Job posting may close at any time after 8/1/25 upon receipt of a sufficient number of qualified candidates.



THE COMMUNITY

In a Metropolitan Statistical Area, the City of Patterson is the heart of the San Joaquin Valley and the vibrant City offers residents a safe, diverse, and friendly community rich in heritage. The City has a resident population of 22,000 + and is located in Stanislaus County. It is 45 miles southeast of Livermore, is part of the Modesto corridor, and is known as the "Apricot Capital of the World."

Historically, agriculture has been the City's primary economy. Over the past decade, due to prime land availability near the I-5 corridor, the City has transitioned into a hot spot for large Distribution Centers such as Amazon and Restoration Hardware and many others, and is evolving into a rapidly growing modern city.

Today, Patterson continues to take pride in its rich heritage while promoting balanced growth in a well planned community. New neighborhoods blend well with the historical homes of Patterson's past. Commercial and industrial growth have adhered to our design guidelines which helps build and maintain a vibrant and well planned Business Park.

THE ORGANIZATION

The City operates under a Council-Manager form of government. The City Manager is responsible for all City Departments to include Administration, Finance, Public Works, Recreation & Community Services, Fire, Community Development and Engineering.

The City's Mission is preserving and enhancing the small-town quality of life while providing a high level of responsive local government services and the promotion of inclusive public participation in planning the City's future and embracing the heritage. The City employs approximately 151 full-time and 136 part-time employees with an annual budget of \$97 million.

Any combination of experience & training that would likely provide the knowledge, skills and abilities to perform the job:

EDUCATION

A High School Diploma or GED equivalent including academic coursework or training in the use of modern office practices, methods, procedures, programs and equipment.

EXPERIENCE

Three years of increasingly responsible secretarial or administrative support experience for a public agency, or two years as the equivalent of a Secretary II or Administrative Assistant II for the City of Patterson.

LICENSE OR CERTIFICATE

Possession of a valid California driver's license is required.

THE POSITION

The Executive Administrative Assistant provides a variety of responsible high level administrative support to the City Manager and the Director of Human Resources. The position requires excellent prioritization skills, organizational skills, good judgement, the ability to work independently, and maintain confidentiality.

THE IDEAL CANDIDATE

The City is searching for a self-motivated high energy professional with a pleasant demeanor and a track record of performing high level executive assistant support to more than one department; and demonstrated excellence in providing customer service to operating departments, officials, and the public.

Successful candidates will also possess: social media proficiency; the talent to identify and understand complex problems and concepts, apply logical thinking and quantitative methods to gathering and analyzing information; the ability to make decisions, exercise good judgment, and find solutions to problems; formulate and articulate excellence in managing and prioritizing multiple work tasks and projects efficiently, effectively, and simultaneously; excellent written and verbal communication skills to effectively interact with internal and external customers; the ability to set high goals for personal and group accomplishment; and using measures to monitor progress toward goal achievement.

Candidates with a background working for a City Manager and/or in human resources will be highly considered.

COMPENSATION & BENEFITS

Annual Salary: \$66,219.12 up to \$80,489.76

Holidays: 13 days per year, plus any one-time proclaimed holiday.

Vacation: Starting from 9.5 hours per month and up.

Sick Leave: Accrue 8 hours per month.

Retirement: Qualified candidates currently or within the last six (6) months a member of CalPERS or subject to reciprocity with another eligible retirement plan may be a "classic member" and may be enrolled in the City's 2.7% @ 55 plan. Employee pays employee contribution rate of 8% on a pre-tax basis.

Non-classic or "new members" will be enrolled in the 2% @ 62 plan. Employee will be required to pay 50% of the normal contribution rate as prescribed by PEPRa on a pre-tax basis. The City does not participate in Social Security.

Health: The City currently contributes 100% of the CalPERS Kaiser Family Rate for health coverage.

Additional Benefits: The City provides dental and vision insurance for the employee and their dependents, and retiree medical. Employees can choose to participate in the City's Deferred Compensation Plans.



Candidates must complete and submit:

- An online employment application at www.pattersonca.gov, including
- Cover letter and resume detailing experience and training.

Applications and resumes will be screened according to the qualifications described in the brochure. The most qualified candidates will be invited to an oral interview.

The candidate chosen for the position must successfully pass a pre-employment medical examination and a drug screen, fingerprint background check and reference check.

If you desire to work for a small and growing community, Apply at: www.pattersonca.gov.

*For questions about the recruitment, contact
Marie Guillory-Jones, Director of Human
Resources at 209-895-8013 or by email at
mguilloryjones@pattersonca.gov*

***The City of Patterson is an equal opportunity
employer committed to diversity and inclusion.***

EXECUTIVE ADMINISTRATIVE ASSISTANT

SUPPLEMENTAL QUESTIONNAIRE

1. This position reports to the City Manager and the Director of Human Resources. Describe the experience you have obtained working for a City Manager and in Human Resources.
2. The City Manager has a very busy schedule and gets many requests for meetings. How would you go about managing the meeting requests for the City Manager?
3. What is your proficiency with travel coordination? Please describe the typical expenses you would plan for.
4. Are you familiar with Springbrook software? Describe your level of experience.
5. Describe your experience with coding invoices for payment.
6. Have you ever reported to multiple supervisors at once? If so, how did you juggle each person's priorities?
7. Describe the experience you have with Excel, PowerPoint, and HRIS.