



The City of Belvedere

Invites applications for the position of:

OFFICE COORDINATOR

Salary Range:

\$6,047 — 7,350/month

First Filing Date:

March 1, 2019

5:00 P.M.

This position is open until filled, with the first review of applications occurring March 1, 2019

Interviews tentatively scheduled for the week of 3/4/2019—3/8/2019

APPLICATION PROCEDURE

To be considered for this position, please submit a cover letter and resume to:

clerk@cityofbelvedere.org

For questions, please contact Alison Foulis, City Clerk/Mgmt. Analyst at (415) 435-8913 or via email at clerk@cityofbelvedere.org

The City offers an outstanding benefit package including:

- ◆ PERS retirement 2% @ 55 formula for classic PERS members; 2% @ 62 for new members
- ◆ Fully paid medical and dental coverage for employee and dependents
- ◆ City paid life insurance and long term disability coverage
- ◆ City contribution to Deferred Compensation
- ◆ Generous vacation and sick leave
- ◆ 9/80 schedule with every other Friday off
- ◆ The City does not participate in Social Security

ABOUT THE CITY

Located in Marin County approximately ten miles north of the Golden Gate Bridge, the City of Belvedere has a physical setting that is unparalleled. Surrounded by water in nearly every direction, it is flanked by Richardson Bay to the west and north, Belvedere Cove and Raccoon Straits to the south, and the Town of Tiburon to the east. The City has a total area of 2.42 square miles and a population of 2,100. Belvedere benefits from a highly educated and engaged community whose residents are passionate about the quality of life in one of the Bay Area's premier residential communities.

ABOUT THE POSITION

The City seeks a highly qualified, dynamic professional to serve as Office Coordinator.

Under general supervision, the Office Coordinator performs a variety of complex and technical administrative tasks, including in the areas of office management, contracts and grants administration, records administration, website maintenance, communications, and project support. This position coordinates assigned activities across departments, outside agencies and the general public.

THE IDEAL CANDIDATE

The ideal candidate will have the ability perform responsible and difficult administrative work involving the use of independent judgement and personal initiative.

The Office Coordinator should be knowledgeable of advanced administrative support principles and practices, analytical research, project coordination, filing and record keeping, and modern office practices and computer applications related to financial systems, payroll, word processing, spreadsheet and workflow software.

The City is seeking a candidate with any combination of training and experience that would provide the required knowledge, skills, and abilities. A typical way to obtain the required qualifications would be the equivalent to a Bachelor's degree and 3 years of experience in analyzing data, preparing communications related to analysis and maintaining financial or accounting records. Possession of, or ability to obtain, a valid California Driver's License by the time of appointment is required.