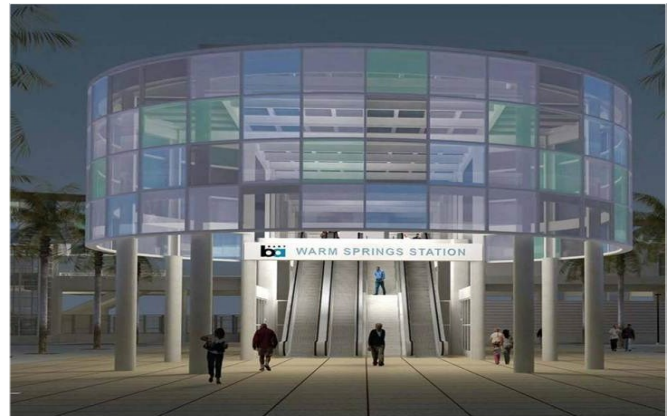


SENIOR OFFICE SPECIALIST PUBLIC WORKS DEPARTMENT

If you like working with the public, have a commitment to excellent customer service, and enjoy being part of a motivated team, then the Public Works Department may be the place for you!



Application Deadline:

The recruitment will close when 50 applications have been received.
Interested applicants are encouraged to apply immediately.

THE POSITION

The Engineering Division of the Public Works Department seeks to fill a **Senior Office Specialist** position for provide lead clerical support to work group sections of the Engineering Division and lead in implementing improvements to office management processes. The Sr. Office Specialist will also provide general administrative support functions department wide.

The probationary period for this position is twelve (12) months.

EXAMPLES OF DUTIES

- ◆ Perform a wide variety of administrative and complex clerical duties in support of an assigned division or section.
- ◆ Serve as lead to other office specialist class staff including assigning and reviewing work.
- ◆ Recommend and implement organizational procedural changes affecting clerical activities.
- ◆ Initiate and maintain a variety of files and records and may coordinate file inventory/retention.
- ◆ Assist with preparation of Capital Budget documents.
- ◆ Serve as dept./division resource for implementation of new city tech systems including training fellow staff.
- ◆ Receive public inquiries and respond or direct to other staff as appropriate.
- ◆ Set up and maintain statistical and operational records.
- ◆ Process accounts payable/receivable.
- ◆ Receive, issue, and process various applications, licenses, permits and other forms.
- ◆ Screen calls, visitors, mail and take action appropriate to request/situation, independently respond to letters and general correspondence of a routine nature.



- ◆ Maintain appointment schedules and calendars.
- ◆ Arrange meetings and conferences.
- ◆ Operate a variety of office equipment including computer equipment and uses a variety of software programs as appropriate.
- ◆ Develop and maintain spreadsheets, databases and other automated systems.
- ◆ Maintain inventory and office supplies.

- ◆ Preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- ◆ Route agreements and contracts through the signature process.
- ◆ Coordinate or participate in preparation for meetings, presentations and events.
- ◆ Posts and maintains information on department/division intranet and/or internet website pages.
- ◆ Builds and maintains positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

IDEAL CANDIDATES

The Public Works Department is searching for a highly organized, independent, and effective team player who is able to multi-task in fast-paced work environments. The ideal candidate must have knowledge of modern office practices and procedures, computer equipment, and software applications related to assignments, such as MS Office Suite. The Senior Office Specialist must demonstrate excellent customer service skills and the ability to communicate effectively orally and in writing while comfortably working in diverse environments.

EDUCATION & EXPERIENCE

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be: graduation from high school (or equivalent), supplemented by course work in business/public administration, and two years of journey level clerical experience.

Possession of a valid Class C California Driver's license by the time of appointment is required.

Highly desirable:

- ◆ Work experience in a governmental/municipal setting, specifically in public works.
- ◆ AA Degree.

SALARY AND BENEFITS

Monthly salary is \$4,983 - \$6,057, depending on qualifications. This position is represented by the CFEA bargaining unit and receives benefits in accordance with their MOU.

TO APPLY

Submit a completed City application and resume through our online application system at www.fremont.gov/cityjobs.

The recruitment will close once 50 applications have been received. Interested applicants are encouraged to apply immediately.

SELECTION PROCESS

Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. The selection process may include an oral board interview, a departmental interview, and other related components.

The City of Fremont is an Equal Opportunity Employer.

Reasonable Accommodation: We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs at least 5 days in advance by calling (510) 494-4660.

SENIOR OFFICE SPECIALIST - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Senior Office Specialist position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Senior Office Specialist. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. How many years of professional experience do you have performing journey-level administrative/clerical duties in a government setting?
 - None
 - Less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years or more
2. Do you possess office management or lead/supervisory experience?
 - Yes
 - No
3. What is your skill level with Microsoft Word?
 - No proficiency
 - Beginner
 - Intermediate
 - Advanced
 - Expert
4. What is your skill level with Microsoft Excel?
 - No proficiency
 - Beginner
 - Intermediate
 - Advanced
 - Expert

5. In 200 words or less, describe how you would lead and contribute to a positive work environment.

6. In 200 words or less, describe your experience leading a project or task, and how you organized fellow stakeholders.

7. In 200 words or less, describe how you would remain organized when managing several tasks and reporting to several people at the same time.
