



## CITY OF FORTUNA EMPLOYMENT OPPORTUNITY

for

### SENIOR ADMINISTRATIVE ASSISTANT / DEPUTY CITY CLERK

**Full-time, with benefits**

<b>SALARY:</b>	\$37,003 - \$44,959 per year
<b>APPLICATION:</b>	Submit Application Form and Resume ( <i>optional</i> ) to: City of Fortuna Human Resources 621 11 <sup>th</sup> Street Fortuna, CA 95540
<b>FINAL FILING DATE:</b>	Application packets must be received by 4:00 pm on Friday, June 2, 2017

*The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.*

#### **DEFINITION**

Under general direction of the City Clerk / Human Resources Manager, performs a variety of complex administrative and clerical support for the Administrative Services Department in such areas as administration of City Manager division, human resources, risk management, information technology management (IT), FPPC reporting, elections, and special projects; prepares City Council, Successor Agency and other committee/commission packets and supporting materials; maintains files, records and other information; and performs related work as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

This is a full time, single position class and is an experienced level office support position. Incumbents are expected to quickly become familiar with the policies and procedures of the City and provide a variety of advanced administrative and clerical support, including work of a confidential nature. The work is performed under the general direction of the City Clerk / Human Resources Manager, and latitude is granted for the exercise of independent judgment and initiative. Work is typically performed in a general office environment.

#### **SPECIAL CHARACTERISTICS**

- Regular, full-time.
- This position is classified as “Confidential” and is not represented by any employee group.
- This position is classified as FLSA non-exempt.

#### **EXAMPLES OF DUTIES**

- Serves as confidential administrative support for the City Clerk / Human Resources Manager and the City Manager and all areas of the Administrative Services Department including but not limited to; the City Manager’s office, city clerk, human resources, risk management, and information technology management (IT)
- Serves as Deputy City Clerk, and may attend meetings of the City Council, Successor Agency, and Oversight Board and other committees/commissions as necessary to serve as recording secretary; records actions taken and assures that information is properly and accurately maintained in the City’s permanent record files; provides notice of action taken to appropriate parties.
- Works with Department Heads, City Manager, City staff, the public and others to plan and prepare the distribution of the agenda, meeting packets and supporting documentation.
- Reviews agenda items to ensure that all submittals are complete and in compliance with established procedures and the Brown Act.
- Distributes ordinances, resolutions, proclamations, staff reports and documents resulting from City Council actions.
- Assists in the preparation and posting of legal notices, Meeting agendas, and related documents.
- Interacts with elected officials, staff, other agencies and officials, and the general public to accomplish projects and duties.
- Maintains roster of City boards, commissions and other appointments.
- Establishes and maintains files and records management for City.
- Assists with statements of economic interest as required by the Political Reform Act of 1974 and the Fair Political Practices Commission.
- Assists with City elections, including issuing of nomination and campaign papers, answering candidate questions, and other election-related tasks.
- Provide administrative support in matters related to risk management and human resources, such as recruitments, arranging interviews, and routine correspondence.
- May coordinate information technology (IT) requests with network administrator, maintain IT records and budget tracking.
- Transcribes and/or prepares letters, minutes, reports, and other related material.
- Copies, packages, and distributes a variety of information, forms, records, and data as requested.
- Prepares correspondence, reports, lists, records and other documents as instructed or requested by designated personnel.

- Keeps supervisor informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- May attend meetings, conferences, workshops and training sessions, and reviews publications and other materials to become and remain current on principles, practices and new developments in assigned work areas.
- Makes travel arrangements.
- Respond to questions from staff, the public, and others in a courteous and timely manner.

### **JOB REQUIREMENTS**

- Required to maintain a valid California Driver's License throughout employment. Incumbent will participate in the DMV "Pull Program".
- Obtain appointment as California Notary Public within one year of hire date and maintain appointment throughout employment.

### **DESIREABLE QUALIFICATIONS**

#### **Knowledge of:**

- *Safe work practices.*
- City of Fortuna policies and procedures.
- Correct English usage, including grammar, spelling, punctuation and vocabulary.
- Principles, methods and practices of risk management.
- Policies and procedures of public sector human resources
- Principles and practices of Municipal Code structure and maintenance.
- Fair Political Practices Act of 1974 and filing requirements for statements of economic interest.
- The Ralph M. Brown Act
- Methods and procedures for records management.
- State of California elections procedures for City governments.
- Receptionist and telephone etiquette.
- Microsoft Office
- Standard office practices and procedures including filing systems, document preparation, and the operation of standard office equipment, including a word processor.

#### **And the ability to:**

- Learn the overall functions, duties and responsibilities related to carrying out assigned tasks.
- Deal with a wide range of persons, including situations in which individuals may be upset over an issue involving City activities or policies.
- Organize and maintain accurate and complex recordkeeping and indexing systems.
- Prepare and organize pertinent materials for Meeting agenda items.
- Interpret and apply policies and procedures related to record keeping.
- Prepare clear, concise, accurate and complete correspondence, documentation and other reports.
- Type and perform word processing tasks accurately from printed copy.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Demonstrate excellent verbal and written communication skills.
- Accomplish tasks with a high level of energy, and be task-oriented.
- Demonstrate strong organizational and customer satisfaction skills.
- Provide administrative and clerical assistance related to city clerk, personnel and risk management.
- *Establish and maintain effective working relationships.*
- *Communicate effectively with others, both orally and in writing, using both technical and non-technical language.*
- *Understand and follow oral and/or written instructions, policies and procedures.*
- *Prepare and present accurate and reliable reports containing findings and recommendations.*
- *Operate or quickly learn to operate a personal computer using software applications appropriate to assigned tasks; as applicable.*
- *Use logical thinking and creative thought processes to develop solutions according to written directions or oral instructions.*
- *Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of deadlines and changing priorities.*
- *Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.*
- *Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.*

#### **And Education and Experience:**

High School diploma or GED required. Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be three years of office administrative experience which has included providing support to senior management staff in a public agency. The ideal

candidate will have 3+ years of increasingly responsible experience performing administrative and clerical duties associated with the administration of local government, or a related field.

**ESSENTIAL PHYSICAL ABILITIES**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment.

**EMPLOYEE BENEFITS – FULL TIME**

<b>Salary</b>	Appointment is normally made at the first rate shown on the announcement. Eligibility for advancement will normally occur after one year. Thereafter employees are eligible for merit increases annually.
<b>Retirement</b>	The City is a member of the Public Employees Retirement System (PERS). The City currently has 3 tiers of PERS retirement. The 1 <sup>st</sup> tier applies to members employed prior to March 1, 2012. The 2 <sup>nd</sup> tier applies to current employees hired after March 1, 2012 and previous (Classic) PERS members with a break in service of less than 6 months hired after January 1, 2013. The 3 <sup>rd</sup> tier is the State mandated retirement formula effective January 1, 2013, which applies to New PERS members and previous members with a break in service greater than 6 months. <b>Miscellaneous:</b> <u>Tier 2: PERS CLASSIC MEMBERS (2% @ 55, 3 highest years)</u> - The current 7% employee contribution is paid by the employee. <u>Tier 3: NEW PERS MEMBERS or PREVIOUS PERS MEMBERS WITH A BREAK IN SERVICE OF 6 CALENDAR MONTHS OR GREATER (2% @ 62, 3 highest years)</u> - The 6.5% employee contribution is paid by the employee. For the 2% @ 62 formulas the employee contribution will change each fiscal year to be at least 50% of the normal cost rate as determined by PERS.
<b>Insurance:</b>	The City makes a substantial contribution towards medical, dental, optical and life insurance for employees and their families. Current medical coverage is through Anthem Blue Cross with a \$250 annual deductible (up to \$750 for family), and a \$25 copay. Vision insurance is through VSP and dental insurance is through Delta Dental. For FY 2013-2014, the maximum employee contribution for full coverage for employee only is \$76.38 per month, employee + 1 is \$130.33 per month, and employee + two (or more) is \$179.01 per month. A variety of supplemental insurance coverages are also available through AFLAC
<b>Assistance Program:</b>	This program is provided at no cost to employees and includes counseling for family matters and substance abuse, and assistance with legal and financial issues.
<b>Deferred Comp:</b>	ICMA and VALIC deferred compensation plans are available to employees choosing to participate.
<b>Vacation:</b>	Two weeks after one year; three weeks after six years and four weeks after eleven years.
<b>Holidays:</b>	Eleven paid holidays annually.
<b>Sick Leave:</b>	Accrual at the rate of eight hours per month
<b>Other Benefits</b>	To encourage Employees to reside within 20 miles of Fortuna, a residency incentive is given to eligible FEA employees. Children of City employees are eligible to participate in certain City-sponsored recreation activities at no cost while employee is at work, including public skating, Holiday Recreation Programs and the Summer Fun program.
<b>Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.</b>	

**EQUAL OPPORTUNITY**

The City of Fortuna's policy is to promote equal employment opportunity to all without regard to sex, age, race, color, religious creed, national origin, ancestry, political affiliation, marital status, disability, or other non-merit factors.

**REASONABLE ACCOMMODATION FOR THE DISABLED**

The City of Fortuna makes reasonable accommodation for the disabled. Individuals with disabilities requiring any accommodation in order to participate in the testing process, must inform the City Manager's Office of the City of Fortuna in writing no later than the final filing date as stated on the job announcement. Also, those applicants needing such accommodations may be required to document this request including an explanation as to the type and extent of accommodations, as well as documentation from a qualified authority of the requirements needed to participate in the selection process.

**IMMIGRATION LAW**

In accordance with the Immigration Reform Act of 1986, the City must verify once an employment offer has been made, that all persons have written proof of their right to work in the United States. Therefore, acceptable proof of right to work must be submitted prior to the start date.

**THE COMMUNITY**

Fortuna is a small rural community of just over 11,800 population, located 20 miles south of Eureka and 250 miles north of San Francisco. Eight miles inland from the Pacific Ocean and adjacent to the scenic Eel River, Fortuna is in the heart of the Redwoods offering quality rural living with outstanding outdoor recreation activity year around. The City has an excellent primary and secondary educational system; College of the Redwoods, a community college, is located 8 miles north and Humboldt State University is 30 miles north. Basic industries are timber, fishing and tourism with a growing service industry including a full-service hospital.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.



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**OBTAIN APPLICATION AND COMPLETE JOB DESCRIPTION FROM:**

City of Fortuna  
621 11<sup>th</sup> Street  
Fortuna, CA 95540  
(707) 725-7600  
Or  
Friendlyfortuna.com

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