



CITY OF FORTUNA EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT / DEPUTY CITY CLERK PART-TIME

SALARY:	\$14.48 – \$17.62 per hour
APPLICATION:	Submit Application Form to: City of Fortuna 621 11th Street Fortuna, CA 95540
FINAL FILING DATE:	Application Deadline is 4:00 p.m. on Monday, March 19, 2018

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 Administration Department in such areas as Human Resources, Risk Management, City Clerk, IT, special projects; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a part time experienced level office support position. Incumbents are expected to quickly become familiar with the policies and procedures of the City, and latitude is granted for the exercise of independent judgment and initiative. Work is typically performed in a general office environment.

SPECIAL CHARACTERISTICS

- Regular, part-time.
- This position is classified as “Confidential” and as a part-time position is not represented by any employee group
- This position is classified as Fair Labor Standards Act (FLSA) non-exempt

JOB REQUIREMENTS

- May be required to maintain a valid California Driver’s License throughout employment. Incumbent may participate in the DMV “Pull Program”.
- Must be 18 years of age in order to drive City-owned vehicles
- Must attain Public Notary Commission within one year of employment

EXAMPLES OF DUTIES

- Serves as confidential administrative support for the City Clerk / Human Resources Manager.
- Works with Department Heads, City Manager, City staff, the public and others to plan and prepare the distribution of the agenda, council packets and supporting documentation.
- Distributes ordinances, resolutions, proclamations, staff reports and documents resulting from City Council actions.
- Assists in the preparation and posting of legal notices, Council agendas, recruitment flyers, and related documents.
- Serves as Deputy City Clerk; attends meetings of the City Council and Oversight Board and serves as recording secretary; records actions taken and assures that information is accurately maintained in the City’s permanent record files; provides notice of action taken to appropriate parties.
- Maintains roster of City Boards, Commissions and other appointments.
- Interacts with elected officials, staff, other agencies and officials, and the public to accomplish projects and duties.
- May serve as the Elections Official to assist candidates in the elections process and correspond with the Office of Elections for filing official documents.
- Assists with the collection and tracking of annual statements of economic interest as required by the Fair Political Practices Commission.
- Assists the City Clerk with Public Records Act Requests
- Helps to maintain files and records management for City and prepares annual destruction lists for Council to approve.
- Updates and maintains the City’s website

- Provides administrative support in matters related to risk management and human resources, such as recruitments, arranging interviews, routine correspondence, insurance coverage and tracking and special projects.
- 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.
- Responds to questions from staff, the public, and others in a courteous and timely manner.
- Coordinates travel arrangements and process invoices for training expenses.

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. The ideal candidate will have 3+ years of increasingly responsible experience performing administrative and clerical work in a public agency or a related field.

DESIRABLE 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.
- Receptionist and telephone techniques.
- Microsoft Office software. Experience with maintaining a website.
- Standard office practices and procedures including filing systems, document preparation, and the operation of standard office equipment, including a word processor.

And 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 Council 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 service skills.*
- *Provide administrative and clerical assistance related to 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 a personal computer using software applications appropriate to assigned tasks.*
- *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.*

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

Salary:	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 step increases annually.
Deferred Compensation:	Employees are eligible to participate in a deferred compensation plan.

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 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 11th Street Fortuna, CA 95540 • (707) 725-7600 • friendlyfortuna.com

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