



The City of Pleasant Hill
Invites your interest for the position of
PART-TIME ADMINISTRATIVE SPECIALIST
(ENGINEERING DIVISION)

\$36.39 TO \$47.13/HOUR

Application Deadline: Friday, September 6, 2024 at 5:00 PM

POSITION

The City of Pleasant Hill is recruiting for a part-time Administrative Specialist in the Engineering Division to perform a variety of highly responsible and complex clerical and administrative duties. The ideal candidate will be a motivated and resourceful individual that excels in and fosters a team environment, with a strong customer service orientation, detail-oriented, and proficient in MS Word and Excel.

DUTIES

Duties may include, but are not limited to the following: perform a wide variety of complex and responsible duties; assist in preparing budget and comprehensive reports; interpret City policies, rules, and regulations in response to inquiries and refer inquiries as appropriate; research, compile and analyze data for various reports; independently respond to letters; prepare and distribute meeting agenda packets, and general correspondence; process invoices for payment; maintain appointment schedule and calendars, arrange meetings, screen calls, visitors, and process mail.

QUALIFICATIONS

General knowledge of English usage, spelling, grammar, and punctuation; modern office methods, procedures and equipment; City government organization, functions, policies, rules and regulations. The ability to communicate clearly and concisely, orally and in writing; compose general correspondence and letters; interpret and apply administrative and departmental policies, laws and rules. The Administrative Specialist is expected to exercise good customer service, cultivate positive relationships and work cooperatively with co-workers, other departments, City officials, outside and members of the public. The ability to operate a personal computer utilizing word processing software, preferably knowledge of Microsoft Word, Excel, and Outlook. Compile and maintain complex and extensive records and prepare reports. Must be able to type 40 wpm (net). Possession of or ability to obtain a valid California Driver's license at time of appointment is required.

EXPERIENCE & EDUCATION

Must have four years of increasingly responsible administrative and clerical experience including one year of supervisory experience. Must have a high school diploma or equivalent supplemented by specialized clerical courses.

APPLICATION

Typing certification of 40 wpm (net) taken within the last 12 months (5 minute timed test) must be submitted with application. Certification will only be accepted from a recognized business, adult school, or employment agency. Online typing test results will not be accepted. Applications received without a valid typing certificate, or not meeting the minimum words per minute (40 net words per minute) will not be considered and applicants will not be contacted to correct the deficiency.

Application, supplemental questionnaire and valid typing certification must be received by 5:00 p.m. on Friday, September 6, 2024. Applications are only accepted online at www.calopps.org. Resumes will not be accepted in lieu of a City employment application.

SELECTION

The most qualified candidates will be invited for an oral board interview, based on background and experience as evidenced by their application. A written test may also be administered. To be placed on an eligibility list, an applicant must receive a passing score of 70 or more from each member of the oral board panel.

EMPLOYMENT INFORMATION

Employment offers are contingent upon successful completion of a pre-employment physical exam and background check.

IMMIGRATION REFORM AND CONTROL ACT

To comply with the Immigration Reform and Control Act, all new employees are required to provide proof of U.S. citizenship or authorization to work in the United States on their first day of employment.

EQUAL OPPORTUNITY EMPLOYER

The City of Pleasant Hill is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act of 1990 (ADA), requests for special accommodations during any stage of the examination process should be made in advance to the Human Resources Department.