



**ADMINISTRATIVE ASSISTANT**  
**TOWN OF WOODSIDE**  
**\$4,722-\$9,444 per month**

The Town of Woodside is seeking an **Administrative Assistant** to join the Planning Department to schedule, manage, and organize Planning Commission and Architectural and Site Review Board (ASRB) meetings, agendas, and minutes and to process planning permits and projects in permit software Central Square Community Development. The Town will select the candidate with the best combination of experience and education in consideration of the values of the Town and organization.

**The Town of Woodside.** The Town of Woodside is a rural, residential community of approximately 5,300 residents located in San Mateo County, within commute distance of San Francisco, San Jose, and East Bay. Residents of Woodside are highly educated and active in local government and are committed to maintaining the Town's rural and equestrian character.

**The Opportunity.** The Town is seeking an Administrative Assistant who assists the Planning Director in a variety of planning, administrative, coordinative, and analytical roles to assist, including supporting the Planning Commission and ASRB. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the Planning Department.

The duties of the **Administrative Assistant** include:

- Ensuring that California Environmental Quality Act (CEQA) documents are prepared, noticed and filed in a timely, legal manner.
- Ensuring that agendas for ASRB, and Planning Commission meetings (typically four per month) are prepared and posted.
- Working with Town staff to ensure that meeting packets for ASRB and Planning Commission are accurately assembled and distributed in a timely manner.
- Compiling and preparing communications from the public for ASRB and Planning Commission.
- Attending ASRB and Planning Commission meetings (typically four per month) and taking and transcribing accurate, professional minutes of ASRB and Planning Committee meetings.
- Performing general administrative and clerical duties as assigned by the Planning Director.
- Performing analysis of Planning statistics using the Town's computer database system.
- Assisting with research into complex current and advanced Planning activities under the direct supervision of the Planning Director.
- Operate the Town's computerized permitting and information systems to process permits and projects, including, but not limited to routing to Town Departments and outside agencies.
- Preparing a variety of correspondence; compiles report information.
- Ability to work in a standard office environment with prolonged exposure to a computer screen and extensive public contact, attend meetings outside normal work hours.
- Move 25 pounds by lifting, carrying, and setting down boxes and documents. Ability to sit for long periods of time.
- Assisting in continuously improving development review and administrative procedures to facilitate efficient project review, and a high level of customer service.
- Builds and maintains positive working relationships with elected and appointed officials, co-workers, and the public.

**The Ideal Candidate:** The ideal candidate for the **Administrative Assistant** position is an individual who values customer service, and has an aptitude for organization, planning, and preparation of agendas and minutes for Planning meetings.

**The candidate will possess:**

- A California Class C Driver License in good standing;
- Some knowledge of planning and zoning functions and California State laws, such as, the filing requirements for CEQA, Brown Act procedures, and noticing requirements for public hearings;
- Effective communication skills with all project members, including contractors, architects, special consultants, applicants, and co-workers.
- Effective transcription skills; and,
- Basic to advanced computer skills (MS Office, MS Excel, Adobe, Laserfiche, Zoom, CS Community Development permit tracking system).

**Education/Experience:**

An associate or bachelor's degree from a college or university with major course work related to public administration, planning, or closely related field is preferred.

One or more years working for a local or State agency, with work in a Planning and/or Building Department being highly desirable.

**Salaries & Benefits:** The salary range for the **Administrative Assistant** is \$4,722-\$9,444 per month. In addition, the Town offers a competitive benefit package, including participation in the California Public Employees Retirement System (CalPERS) (Retirement formula is 2.5% @ 55 for Classic members and 2% @ 62 for PEPRAs members); health, dental, and vision insurance; and leave, as follows:

**PERSONAL LEAVE** – 24 days per year for up to 5 years of service; 27 days per year for between 5 and 10 years of service; 32 days per year for over 10 years of service.

**HOLIDAYS** – 14 days per year (11 set days, plus 3 floating holidays).

Considerations. The selected applicant would work in the office 5 days a week, and after 5:00 pm, when necessary to attend scheduled public hearings.

Prior to a final offer, the Town requires contact information for three references, with at least one reference from a recent employer. All provided references may be contacted by the Town.

**How to Apply:**

**Please submit a cover letter explaining your interest and a resume to:**

Town of Woodside  
Attn: Cindy Safe, Administrative Services Director  
P.O. Box 620005  
Woodside, CA 94062, **OR by email at**

[csafe@woodsideca.gov](mailto:csafe@woodsideca.gov) all email submittals shall be attached in a PDF format.

The deadline to submit a cover letter and resume is **Monday, August 19, 2024, at 5:00 pm**. Any mailed cover letters and resumes must be received prior to the submittal deadline.