



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

# ADMINISTRATIVE SECRETARY

#24A- 24

**SALARY:**

\$8,071 - \$9,683 / Monthly

**Closing date 08/05/2024 at 5:00pm**

(Opened 07/15/2024)

**Application Process**

Apply online at

[www.CalOpps.org](http://www.CalOpps.org)

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

**Selection Process**

Oral Board in-person interviews  
tentatively scheduled for

**Thursday, August 29, 2024**

All applications including supplemental questionnaires will be reviewed for completion, relevant education, experience, training and other job-related qualifications.

Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



## ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan: "Climate Best by Government Test". We are a community that

believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

## ABOUT THE POSITION

The City of Redwood City, Public Works Services Department (Department) invites you to apply for the position of Administrative Secretary. The incumbent will perform a variety of confidential and complex secretarial and administrative duties for a department head and other staff within a department and supervise the department's clerical team.

**Typical duties may include the following:** supervise, direct, and train department clerical staff; serve as back-up for department clerical staff; compose routine correspondence not requiring the department head's personal attention; maintain appointment schedules and calendars; arrange travel, conferences and meetings; act as a receptionist; screen calls and visitors, and refer inquiries as appropriate; respond to complaints and requests for information regarding the intent of instructions, precedents and regulations; take and transcribe meeting notes; recommend organization or procedural changes affecting clerical activities; research, compile and analyze data for special projects and various reports; initiate and maintain a variety of files and records for information such as payroll, attendance, budget, production and cost records; maintain manuals and update resource materials; may serve as secretary to subcommittees or other commissions, preparing the agenda, assembling background materials, setting up meetings, and other support tasks.

## THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will be an enthusiastic self-starter who anticipates the needs of the Department; will be accurate, detail-oriented and able to track and manage multiple tasks and programs, both process and results-oriented; will successfully perform work requiring analytical and discretionary ability and be able to synthesize and summarize information; will have excellent writing and editing skills; will be proficient at using a computer, multi-line phone system, and office applications including Microsoft Outlook, Word, Excel, PowerPoint, and other software applications; will be able to update and maintain records and filing systems; will be flexible, perceptive, and dependable in performing duties and follow through; and will be a team player who likes working with a variety of City staff and the public.



**BENEFITS**

The successful candidate will enjoy the following benefits:

- **Retirement:** Public Employees Retirement System (PERS) CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Health Insurance:** Choose from a range of HMO, PPO and EPO options; The City pays 90% of the CalPERS Bay Area Kaiser Family premium rate up \$2,248.80.
- **Dental & Vision Insurance:** The City pays 90% of the premium.
- **Life Insurance**
- **Employee Assistance Program**
- **Vacation Leave:** 10-25 days per year
- **Sick Leave:** 12 days per year
- **Paid Holidays:** 15 days per year
- **Bereavement Leave:** Up to 3 days
- **Flexible Spending Account**
- **Fitness Center:** Access at City facilities.
- **Education Reimbursement Program** up to \$2,000 Annually
- **Deferred Compensation Plan (457)**
- **Commuter Program:** City matches up to \$100/month on commuter expenses.

**CITY VALUES**



**A City application including a supplemental questionnaire is required.** Prior to appointment, candidates will be required to pass a background check at no cost to the candidate.

**MINIMUM QUALIFICATIONS**

*Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying.*

*A typical way to obtain the knowledge and abilities would be:*

**Education & Experience**

Equivalent to the completion of the twelfth grade supplemented by specialized clerical courses as needed. Four years of increasingly responsible clerical or secretarial experience.

**Licenses & Certificates**

Possession of a valid California Driver's License.

**Knowledge of:**

- English usage, spelling, grammar and punctuation.
- Recordkeeping principles and procedures.
- Modern office methods, procedures and equipment and business letter writing.
- Organization, procedures and operating details of the City department to which assigned.
- Principles of supervision, training and performance evaluation.

**Ability to:**

- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Communicate effectively, orally and in writing; compose correspondence.
- Work cooperatively with other departments and outside agencies.
- Interpret and apply departmental policies, laws, and rules.
- Type at a speed of not less than 60 words per minute.
- Expertly utilize full suite of Microsoft products, including Word, Excel, Powerpoint, and Outlook.
- Work independently in the absence of supervision.
- Analyze situations carefully and adopt effective course of action.
- Compile and maintain complex and extensive records and prepare reports.
- Supervise, train and evaluate subordinates.
- Meet appropriate physical demands necessary for adequate job performance.

Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Criminal History Check
- DMV Check
- DOJ Fingerprint Check
- References



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**SUPPLEMENTAL QUESTIONNAIRE  
ADMINISTRATIVE SECRETARY #24A-24  
CITY OF REDWOOD CITY**

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*Please answer the following questions.*

1. Please describe your experience that demonstrates your ability to perform a variety of complex and confidential secretarial and administrative duties.
2. Please describe your experience effectively screening and responding to customer calls and complaints.

The City of Redwood City is proud to be an Equal Opportunity Employer!  
*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.  
Any provisions contained in this bulletin may be modified or revoked without notice.*