



EMPLOYMENT OPPORTUNITY
AN EQUAL OPPORTUNITY EMPLOYER
30001 Ladyface Court, Agoura Hills, CA 91301 ♦ 818/597-7300

FILING DEADLINE: 5:00 p.m., Monday, October 31, 2016

ADMINISTRATIVE SECRETARY II
\$4,666 - \$5,687/month

THE POSITION

Under general supervision, performs a variety of difficult and complex secretarial duties and administrative tasks in support of the City Manager's Department, the City Council, and supports other departments as needed; assists in training other departmental secretarial/clerical employees; takes and transcribes minutes at City Council, Planning Commission or other public meetings in the form of a recording secretary; assists with simple research using various software programs, performs other related duties as assigned.

CLASS CHARACTERISTICS

The Administrative Secretary II classification is distinguished from the Administrative Secretary I class by the responsibility to perform more difficult and more complex secretarial duties and administrative tasks in support of the City Manager's Department as well as other city departments and City Council; to assist in the training of other secretarial/clerical employees; and, to serve as a recording secretary. The incumbent may direct the work of lower level clerical personnel, including assigning and reviewing work, and providing training.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Provides direct secretarial support to the City Manager, Assistant City Manager, Deputy City Manager, other Department Heads and the City Council; makes travel and meeting arrangements; prepares and edits correspondence, assembles and distributes correspondence, preparation of public notices and other materials; attends public meetings as needed, takes notes and/or records proceedings and transcribes minutes from notes or recorded proceedings.
2. Prepares and distributes correspondence, detailed reports, documents, agendas, newsletters, standard forms, and related records from a variety of sources; facilitates transmission of materials to appropriate agencies and/or individuals.
3. Responds to inquiries from the public, other departments and agencies; answers public and/or agency requests for information or refers inquiries to appropriate department(s) or agency(ies) based on knowledge of City policies and procedures.
4. Performs a variety of clerical/secretarial duties including typing/word processing, data entry, calendar management, filing, editing, scanning and proofreading.
5. Assists in the training of other clerical/secretarial personnel.
6. Assists in planning and coordination of City events.
7. Serves as the records coordinator for the City Manager's and Planning Departments.

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a minimum of three years of progressively responsible clerical and administrative secretarial experience. Strong computer experience in Microsoft Word, PowerPoint & Excel are a must. Experience with other software programs and/or the ability to learn and work with software specific to the City. Prior government agency experience is desirable but not necessary.

Knowledge, Skills, and Abilities

Considerable knowledge of related secretarial and general office methods and techniques, including office equipment operation; records processing and maintenance procedures and systems; preparation of complicated documents requiring specialized typing and/or word processing including graphics and desk publishing. Working knowledge of the basic functions and organization of municipal government. Ability to learn, read, interpret and apply City policies and procedures. Ability to communicate effectively in writing or orally with the public, other agencies and City staff. Ability to understand and use correct English grammar, spelling and punctuation. Ability to learn and perform basic functions within various technological software programs.

Special Physical Requirements

This position may require the employee to remain seated or to remain at a work station for extended periods of time while taking minutes at meetings. This position requires the ability to communicate with the public and other employees utilizing a telephone or other communication devices, including answering and transferring in-coming calls, or in person.

Licenses/Certificates

Requires a valid California driver's license at the time of appointment and throughout the period of employment.

Work Environment

The employee typically works in office conditions where the noise level is frequently quiet or moderately quiet.

Filing Period

This recruitment is open until Monday, October 31, 2016. All applicants must submit a completed City application. Resumes alone cannot substitute for the application. An application can be completed online at our website: www.ci.agoura-hills.ca.us, or contact the Personnel Office, 30001 Ladyface Court, Agoura Hills, CA 91301, at (818) 597-7306. For questions only, e-mail Celeste Bird at cbird@ci.agoura-hills.ca.us.

Application and selection process

A comparative review and evaluation of all application materials submitted will be conducted and candidates who possess the most desirable qualifications will be invited to an oral board interview. Be sure to list at least one telephone number where you can be reached or a message can be retrieved during the hours of 7:00 pm to 5:00 pm. After an offer of employment is made, a criminal background investigation will be conducted.

General Employee Benefits

Health: City currently contributes up to \$1,472.98/mo towards medical premiums. City pays 100% of dental & vision premiums for both employee and dependents. **Short Term & Long Term Disability (STD & LTD):** insurance is provided by the City. **Flexible Spending Accounts (FSA):** Medical and Dependent Day Care FSA's and supplemental insurance available through AFLAC. **Retirement:** Provided through the California Public Employees' Retirement System (CalPERS) with the following formulas and contributions: 2% @55 for classic members; employer currently pays both the employer and employee portion. 2% @62 for new members; employee pays half the normal cost (currently 6.25%). **Deferred Compensation:** City matches up to \$70/pay period of employee's matching 457 contributions. **Life Insurance:** 1 ½ times annual salary. **Sick Leave:** 96 hours per year. **Vacation:** 1-5 years – 80 hours/yr, 6-10 years – 120 hours/yr, 11+ years – 160 hours/yr. **Holidays:** 12 paid holidays per year. 9/80 work schedule.