



City of Newark

Position Announcement

Senior Administrative Support Specialist

Regular Part-time position (20 hours/week)

SALARY: \$32.38 - \$38.56 per hour Total Compensation

THE POSITION

Under general supervision, the Senior Administrative Support Specialist provides complex office clerical support to a specified City department, may provide lead supervision to two or more assigned clerical staff and/or be assigned to work in a program area requiring specialized complex technical knowledge or perform activities relating to the compiling, analysis and development of the budget of several divisions or a department; and related work as required.

The current vacancy is in the Public Works Department working in the Maintenance Division. Duties will include creating and processing invoices, processing payroll, fielding resident requests, handling business inquiries, and supporting the maintenance managers. This specific vacancy currently has no supervisory responsibilities or support staff. For more information about the Public Works Department, please visit our website at www.newark.org, click the "Departments" tab, and select "Public Works".

THE IDEAL CANDIDATE WILL POSSESS

Knowledge of:

- Policies, procedures, practices, code and legal requirements related to the department to which assigned.
- Operation of a variety of word processing, spreadsheet, and publishing software applications.
- Operation of standard office equipment including office computers and networks.
- Computer and paper record keeping, report preparation, and filing methods.
- Office management practices and procedures.
- Standard business arithmetic, including percentages and decimals.
- Correct English usage, including spelling, grammar, and punctuation; and standard office document formatting.
- Basic supervisory principles and practices.

Ability to:

- Perform complex and/or specialized clerical support work for an assigned department. Plan, assign and review the work of others.
- Train others in work procedures.
- Organize, prioritize and coordinate work activities. Read and interpret rules, policies and procedures.
- Review plans, documents and reports for completeness and compliance with requirements.
- Provide clear, concise, and detailed information to the public or professionals regarding program requirements and permit and/or application procedures.
- Organize, research, and maintain office files.
- Communicate tactfully and effectively with those contacted in the course of the work.
- Compose routine correspondence from brief instructions.
- Use initiative and sound independent judgment in applying general guidelines.
- Operate an office computer and software applications in a manner appropriate to the position.
- Operate standard office equipment.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Graduation from high school , G.E.D., or California High School Proficiency Examination Certification; and
- Four (4) years of responsible general clerical or office assistant experience; and
- Possession of a valid California Driver License.
- Some college or business school course work in office administration or supervision is desirable.

Interested candidates are encouraged to apply at CalOpps.org

Or applications are available and accepted at:

City of Newark Human Resources Department

37101 Newark Blvd., 4th Floor

Newark, CA 94560

**Application must be received by 5:00 pm on October 28, 2016 or
when 100 applications are received, whichever occurs first.**

IMPORTANT: Please be sure to fill out the required City application completely, including all relevant work experience. Applications with "See Resume" as a substitution for the work experience description and/or unclear past employment information will not be considered.

Following the deadline to apply date, applications will be screened according to the qualifications outlined in this announcement. Not all applications which may meet the minimum requirements will proceed to the next phase of the recruitment process. **Candidates with the most relevant qualifications will be invited to continue in the examination process which will consist of an oral panel interview and written exercise tentatively scheduled for November 15, 2016.** All applicants will be notified by email as to whether or not they are invited to participate further in the selection process.

An Eligible List will be established as a result of this selection process and will be valid for a period of six months. The list may be extended up to a maximum of two (2) years. The Public Works Department will review the Eligible List to determine candidates to continue in the department selection process.

We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please contact the Human Resources Department prior to the closing date for accommodation requests.

Before receiving a conditional offer of employment, the candidate will be required to successfully complete a fingerprinted criminal history check. Upon receiving a conditional offer of employment, the applicant will be required to submit to a pre-employment medical examination which will include testing for the presence of drugs and alcohol.

Applicants must be successful in all phases of the selection process to be considered for this position.

In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.

All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

COMPENSATION & BENEFITS

\$32.38 to \$38.56 per hour total compensation

This is a “fully compensated” salary from which employees may elect to purchase benefits at group rates. In addition, the City will contribute \$375 a month towards the cost of the 2016 medical plan premiums. The total compensation package provides flexibility for purchasing medical insurance at CalPERS group rates for employees without medical insurance. Employees with medical insurance have the option to forgo the additional cost of double coverage. In addition to medical insurance, employees may choose to purchase:

- Dental insurance (Delta Dental or Delta Care)
- Long-term and/or short-term disability insurance.
- Vision coverage (EyeMed)

Retirement - CalPERS 2.5% @ 55 for “Classic” members or 2.0% @ 62 for “PEPRA New” members, depending upon eligibility. There is no deduction for Social Security. Medicare is deducted at 1.45% of salary.

Holidays - 13 holidays, including one floating holiday and a birthday holiday.

Vacation Accrual – 3.334 to 16.667 hours per month depending upon years of service.

Sick Leave – 4 hours per month.

Health and Fitness - Free use of the Silliman Activity & Family Aquatic Center (excluding classes and rentals).

Life Insurance - City paid \$20,000 life insurance policy.

NEWARK COMMUNITY

The City of Newark is located in Southern Alameda County at the east end of the Dumbarton Bridge, 30 miles south of Oakland and 15 miles north of San Jose. Newark was incorporated as a General Law City in 1955 and has a Council/Manager form of government. Newark’s population is approximately 44,380, with an encompassed area of approximately 13 square miles. Newark enjoys Bay Area benefits while maintaining a small town atmosphere.

Please visit our website at www.newark.org & take a Video TourBook of Newark, CA

MAINTENANCE DIVISION / Public Works Department

The Maintenance Division maintains all of the City of Newark’s assets (buildings, vehicles, equipment, parks, landscape and streets), which include:

- over 212,000 square feet of buildings
- 203 vehicles and pieces of equipment, including Police and Fire vehicles
- 156 acres of parks and landscape
- 104 centerline miles of streets.

SUPPLEMENTAL QUESTIONNAIRE

1. Describe your computer proficiency in various programs, including word processing, spreadsheet and database applications. Please note the level of proficiency and give examples of how the software programs were used.