



# City of Newark

## *Position Announcement*

### **Senior Administrative Support Specialist**

#### **Regular Full-Time**

#### **THE POSITION**

Under general supervision, provides complex office clerical support to the Engineering Division in the Public Works Department and the Fire Prevention Unit for the Alameda County Fire Department, including preparation and distribution of permit applications and plans, encroachment permit and fire permit issuance with final plan preparation, invoicing, and related coordination with technical staff; payroll processing for multiple divisions; specialty permit processing; streetlight maintenance tracking; may provide lead supervision to other clerical staff and/or 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 multiple divisions in the Public Works Department, and related work as required.

This is the advanced and/or specialized office support class of the Office Assistant series. This class is distinguished from the Administrative Support Specialist II class in that incumbents in the Senior Administrative Support Specialist class perform the more difficult and specialized office clerical assignments which require that incumbents be responsible for the application of specialized and complex knowledge of a program area, such as building permit applications processes and procedures, and have the delegated authority or discretion to approve such permits, perform budget preparation work for several divisions of a department and may have lead supervisory responsibility for assigned clerical staff. This office assistant class is distinguished from the secretarial class series in that incumbents in the latter perform secretarial support work for the department head of an assigned department. The Senior Administrative Support Specialist is further distinguished from the Administrative Support Specialist II class by the complexity of assignments, broad program(s) knowledge, and the criticality of decisions and actions.

#### **ESSENTIAL DUTIES**

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

- Performs complex and/or specialized clerical support work requiring independent action and knowledge of an assigned department's policies, procedures, processes and general practices relating to program requirements.
- May prepare the preliminary budget figures and monitor expenditures for one or more divisions of the assigned department.
- Provides lead direction and work review for assigned clerical staff.
- Organizes and assigns work, sets priorities and follows-up to ensure coordination and completion of assigned work.
- Trains new department clerical staff in work procedures.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports.
- Makes arithmetic or statistical calculations.

- Provides information to the public or to City staff that may require the use of special program knowledge, judgment and the interpretation of City, state, or federal codes, policies, rules, regulations or procedures.
- Organizes and maintains various departmental files and processes.
- Through delegation, may approve permit or other applications that do not require professional review.
- Prepares correspondence, reports, forms, and specialized documents from drafts, notes dictated tapes or brief instructions using a variety of word processing, spreadsheet, and publishing software applications.
- Proofreads and checks prepared or submitted plans and materials for accuracy, completeness and compliance with City and departmental policies and regulations.
- Tracks projects and application materials to ensure timeliness of processing and compliance with requirements.
- Reviews reports for accuracy and makes corrections as required.
- Attends to a variety of office administrative details such as ordering supplies, arranging for the repair of equipment, transmitting information, and keeping reference or brochure materials up to date.
- Acts as receptionist and receives and screens visitors and telephone calls, directing the caller to the proper person or personally handling the call.
- Operates standard office equipment; and may provide backup clerical support for other clerical positions.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

- Policies, procedures, practices, code and legal requirements related to the department to which assigned.
- Basic supervisory principles and practices.
- 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.

### Ability or Skills 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.

## EXPERIENCE AND TRAINING

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:

### Education/Training:

- Any combination of education and experience equivalent to a high school diploma, G.E.D., or California High School Proficiency Examination Certification, and;

### Experience:

- Four years of responsible general clerical or office assistant experience.
- Some college or business school course work in office administration or supervision is desirable.

### License of Certificate:

- Possession of an appropriate, valid driver's license.

### Special Requirement:

- Ability to sit and stand for prolonged periods of time, bend, stoop, speak and hear. This class requires the use of hands and arms to operate a computer keyboard, grasp objects, and to reach. Employees in this class must occasionally lift and/or move up to 25 pounds.

## HOW TO APPLY

**Interested candidates must apply online at CalOpps via <https://www.calopps.org> and are encouraged to submit their resume.**

**First review of applications is Wednesday, March 18, 2020 or when the first 100 qualified applications are received, whichever comes first.**

**The position will remain open until filled.**

<https://www.newark.org/departments/human-resources/employment-opportunities>

Please be sure to fill out the required City application completely, including all relevant work experience. **If a resume is submitted, please do not refer to the resume in lieu of fully completing the application.** You may make additional copies of the application, as necessary.

Following the deadline to apply date, employment applications, supplemental questionnaires, and resumes will be screened according to the qualifications outlined in this announcement. The most qualified candidates will be invited to interview with the City, **date to be determined.**

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.

After receiving a conditional offer of employment, the candidate will be required to successfully complete a fingerprinted criminal history check. After clearance of the fingerprinted criminal history check, the applicant will be required to submit to a pre-employment medical examination. Applicants must be successful in all phases of the selection process to be considered for this position.

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

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

### **SALARY: \$6,160.99 to \$7,336.75 per month**

- **Health Insurance:** The City contributes the following amounts towards health and welfare benefits:
  - Employee only: \$844 per month
  - Employee + 1 dependent: \$1,687 per month
  - Employee + 2 or more dependents: \$2,228 per month

Employees may “cashout” up to \$450 per month of any money not used for the purchase of employer offered benefits. Any “cashout” will be paid to the employee in taxable compensation.

- **Retirement:** CalPERS 2.5% @ 55 for Classic members or 2.0% @ 62 for New PEPRAs members. The City does not participate in Social Security. The City participates in Medicare.
- **Holidays:** 11 holidays, with one floating holiday and one birthday holiday to be scheduled.
- **Vacation Accrual:** 6.667 to 16.667 hours per month depending upon years of service.
- **Sick Leave:** Up to 8 hours per month.
- **Deferred Compensation:** Voluntary participation.
- **Life Insurance and AD&D:** City-paid \$20,000 policy.
- **Long-term and Short-term Disability:** Voluntary participation.
- **Health & Fitness:** Free use of the Silliman Activity & Family Aquatic Center (excluding classes and rentals).

## 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 47,531 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](http://www.newark.org) & take a Video TourBook of Newark, CA.