



WELCOME TO OAKLEY

The City of Oakley is situated in eastern Contra Costa County. The City of Oakley incorporated in 1999 to manage growth more effectively, improve community services, and the quality of life.

Cultivating a strong sense of community and civic pride are the cornerstones to the City's success. Building on its rich heritage, City leaders understand the importance of balancing growth and preserving a high quality of life for its citizens. The City's motto, "A Place for Families in the Heart of the Delta" is evidenced everywhere you go – the City boasts highly ranked schools, safe neighborhoods, and has been named by "San Francisco Magazine" as one of the best places to raise a family in the East Bay.

***The City of Oakley is committed to the
3P's of Public Service:***

***Polite
Professional
Progressive***

COMPENSATION

The hourly rate of pay is \$14 to \$18. This is a part-time position limited to 960 hours per fiscal year. Benefits are not provided.

APPLICATION PROCESS

The **REQUIRED** City of Oakley employment application is available at City Hall located at 3231 Main Street, Oakley or by visiting the Human Resources Department page on the City of Oakley website at www.ci.oakley.ca.us.

Applications are due on **September 21, 2017, by 5:00 pm**. Faxes and postmarks will **NOT** be accepted.

SELECTION PROCESS

Applications will be screened and those applicants possessing the MOST DESIRABLE minimum qualifications will be notified to participate in the interview process. All applicants will be notified via email or telephone whether or not they are invited to participate further in the selection process. Selected candidate must successfully complete a background and reference check. Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. In accordance with applicable Federal and State laws, the City will attempt to accommodate reasonably qualified individuals with disabilities unless doing so would create an undue hardship on the City. Any qualified applicant with a physical or mental disability who requires an accommodation in the testing and/or selection process should contact the Human Resources Division and request an accommodation at least 3 business days prior to the interview.

OAKLEY



CALIFORNIA

- Now Hiring -

ADMINISTRATIVE ASSISTANT

\$14 to \$18 per hour

Depending upon qualifications

*This is a **part-time** position, limited to 960 hours per fiscal year. Benefits are not provided.*

Final Filing Date:

Before 5 p.m. on September 21, 2017



Human Resources Department
3231 Main Street
Oakley, CA 94561
www.ci.oakley.ca.us

THE DEPARTMENT AND POSITION

The City of Oakley is hiring a part-time *Administrative Assistant* to meet the various needs within the Planning Division, with additional support to be provided to Economic Development and Code Enforcement Divisions.

This is entry-level position is for a highly motivated individual with an interest in supporting the Community Services divisions in a variety of responsibilities.

Under general direction of supervisory staff, the Administrative Assistant will perform a wide variety of functions including technical or specialized support to meet the needs of the Planning Division. This position will also work with the Economic and Code Enforcement Divisions to provide office assistance.

This position works approximately 19 hours per week (not to exceed 960 hours in a fiscal year) and benefits are not provided. **Regular schedule to be agreed upon after conditional offer has been made.**



REPRESENTATIVE DUTIES

- Assists City staff, the general public, and outside groups and agencies by providing information related to specific program area.
- Responds to complaints and requests for information relating to assigned responsibilities; explains programs, policies, and activities.
- Maintains accurate and up-to-date files and records for assigned areas; develops and monitors various logs, accounts, and files for current and accurate information.



- Participates in the collection and compilation of information from various sources on a variety of topics related to assigned programs; participates in the preparation of reports.
- Review and process variance, conditional use permits, home occupation permits, and other applications submitted for zoning approval.
- Update and prepare maps, charts, graphics, and computer files to reflect changes in the General Plan, zoning regulations, and application statuses.
- Maintain map books, history files, and other reference materials.
- Collect, document, and interpret data pertaining to physical, social, and economic characteristics of the City.
- Complete assigned fieldwork, including site reviews for current applications or review of approved development sites to ensure compliance with conditions of approval.
- Perform routine office tasks in designated program areas, including data entry, file management, copying, and answering the telephone.
- Respond to questions and concerns from the general public; provide information as is appropriate and resolve service complaints.



EDUCATION AND TRAINING

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

- ◆ Equivalent to the completion of the twelfth grade.
- ◆ One year of clerical experience preferably involving extensive public contact.

KNOWLEDGE & ABILITIES

Knowledge of:

- Methods and techniques in the performance of administrative office duties and responsibilities specific to the area of assignment.
- Methods and techniques of data collection, research, and report preparation.
- English usage, spelling, grammar and punctuation. Business letter writing and basic report preparation.
- Computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software.
- Modern office procedures, methods and equipment including computers. Methods and techniques of proper phone.

Ability to:

- Courteously respond to community issues, concerns, and needs. Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise communication materials including social media, press releases and staff reports.
- Think critically and analyze data for researching and reporting purposes.
- Learn department policies; procedures, organization and operating details; establish and maintain positive working relationships.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.