



**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 \$15 to \$21. 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 Division page on the City of Oakley website at [www.ci.oakley.ca.us](http://www.ci.oakley.ca.us).

Applications are due on **January 12, 2018, by 5:00pm**. 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**

\$15 to \$21 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 January 12, 2018***



Human Resources Department

3231 Main Street

Oakley, CA 94561

[www.ci.oakley.ca.us](http://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 City Manager's Office.

This is entry-level position is for a highly motivated individual with an interest in supporting the City Manager's Office in a variety of responsibilities which may include occasional evening and weekend hours.

Under general direction of the Assistant to the City Manager, the Administrative Assistant will perform a wide variety of general or specialized office support, clerical, secretarial, and routine administrative and programmatic work in support of the City Manager's Office and Human Resources Division; exercising judgment and initiative, relieves assigned staff of clearly defined and delegated administrative or technical detail; sorts, logs, and maintains a variety of files and records; and assists citizens and the general public and performs a variety of office duties relative to assigned area of responsibility.

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.
- Coordinates activities, makes appointments, and maintains calendar of activities, meetings, or events for assigned staff or public.
- Organizes meetings by notifying participants, making room arrangements, and preparing required informational materials.
- Types, word processes, and proofreads a variety of documents and forms including general correspondence, reports, and memoranda from rough draft or verbal instruction; disseminates information as appropriate.
- Compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents.
- Assists with City-wide communications; prepares press releases, newsletter articles, and other informational pieces; assists in preparation of various presentations.
- Assists with social media content creation.
- Supports and administers City's presence on Facebook, Twitter, Instagram, and Nextdoor.

## 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.