



EMPLOYMENT OPPORTUNITY

Staff Assistant

(Aquatics Center)

Community Services Department

Salary: \$3,709 monthly / G8 / Step 1

Filing Deadline: Tuesday, April 23, 2024

The City of El Centro is seeking to fill a vacant full-time position of Staff Assistant in the Community Services Department/Aquatics Center. Applicants should possess the required qualifications as outlined below. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above.

Summary: Under general supervision provides responsible para-professional, administrative and secretarial support to a department head and related management staff; maintains confidentiality of private or sensitive communications of records related to the department to which assigned; and performs related responsibilities as required.

Distinguishing Characteristics: This is the advanced-level administrative classification assigned to various departments. This position receives general supervision from the Department Head or higher-level manager or supervisor to whom assigned and may provide work direction to regular or temporary clerical employees. Responsibilities may include coordinating the office administrative work for the department by performing multiple secretarial duties, assigning and reviewing the completion of work assignments of others and by explaining departmental procedures and policies, filing systems and proper use of office equipment. Work assignments require frequent interaction with the public, department heads and other employees.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include tasks, knowledge, skills and other characteristics. The following list is not a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Oversees and ensures that the office administrative functions of the department to which assigned are effectively carried out.
- Explains departmental practices and procedures to the public, City staff, vendors, contractors and representatives of other organizations.
- Schedules meetings and conferences for department head and associated management staff; schedules meeting location, notifies participants, prepares agendas; attends meetings, some where confidential matters are discussed, and prepares minutes.
- Composes, types and prepares detailed memorandums, correspondences, reports and other departmental related forms and documents, including confidential documents.
- Proofreads materials for accuracy, completeness, compliance with departmental policies, format and for grammar, punctuation and spelling.
- Prepares and tracks Legal Service Requests and council agenda reports; keeps informed of departmental and City activities and City Council matters.
- Receives and screens visitors and telephone calls for department head or staff and refers inquiries or callers to appropriate City departments.
- Organizes and maintains various administrative, confidential and departmental files, reports and financial logs.

- Processes payment demands, invoices and billing statements; maintains petty cash and departmental accounts; arranges purchase of equipment and office supplies
- Prepares, reviews and distributes payroll.
- Assists in the preparation of presentations, reports and other documents for the City Council.
- Assists in budget preparation by preparing budget projections and evaluating budgetary expenditures; tracks expenditure of grant funds; maintains records of expense statements and other financial transactions.
- Prepares and updates a variety of administrative or financial logs and spreadsheets for departmental reports, projects and statistical records, relating to areas such as budget, services provided and departmental costs.
- Performs departmental specific duties and coordinates special projects, which vary depending on department to which assigned.
- May train, supervise and evaluate the work of subordinates, temporary staff and volunteers.
- May serve as a recording secretary to a board or commission and attend their meetings.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of basic organization and functions of a public agency.
- Knowledge of procedures, policies and regulations related to the department to which assigned.
- Knowledge of applicable City, State and Federal codes and regulations as they relate to the department to which assigned.
- Knowledge of office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Knowledge of business correspondence, letter writing and format.
- Knowledge of proper English grammar, spelling and punctuation.
- Knowledge of records management principles and practices.
- Knowledge of basic statistical techniques and accounting procedures.
- Knowledge of bookkeeping and financial record keeping practices.
- Skill in the operation of a personal computer and related software to perform word processing, spreadsheet operations, data base operations and other related areas.
- Skill in the operation of modern office equipment.
- Ability to organize own work, coordinate projects, set priorities, meet deadlines and follow-up on assignments.
- Ability to research and compose correspondence, reports and memorandums.
- Ability to effectively prioritize workload, multiple phone calls, walk-up traffic and other requests/interruptions.
- Ability to provide a high level of customer service to the public, City staff and others, in person and over the telephone.
- Ability to maintain confidentiality.
- Ability to assign, coordinate and review the work of others.
- Ability to perform research and prepare reports.
- Ability to organize and maintain office filing systems.
- Ability to understand and follow oral and written directions.

- Ability to record or transcribe minutes from meetings, which may require the use of computer assisted digital audio recording equipment.
- Ability to establish effective working relationships with City personnel, employees, vendors, contractors and the general public.
- Ability to communicate effectively with others, orally and in writing.
- Ability to work independently or as a team member.

MINIMUM QUALIFICATIONS

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent.
- Five (5) years of progressively responsible secretarial and clerical support experience.
- Course work or training in the use of word processing, data base and spreadsheet software application programs.
- Must possess State of California Driver's license and acceptable driving record.
- The City will follow any vaccine and testing regulations imposed by state and/or federal government.

Environmental Factors and Conditions/Physical Requirements:

- Work is routinely performed in office environments with minimal exposure to inclement weather, and varying temperatures.
- Required to sit, stand or walk for extended periods.
- Required to use hands to finger, handle, grip, grasp or feel objects.
- Required to hear and speak to exchange information in person and on the telephone.
- Required to communicate verbally and in writing.
- Required to interact with a variety of people.
- May be required to bend, stoop, kneel, crawl and crouch.
- May occasionally lift and/or move up to 15 pounds.

Equipment and Tools Utilized:

- Personal computer, copier, fax and other standard office equipment

If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.