



San Gabriel

THE CITY OF **SAN GABRIEL**  
IS CURRENTLY RECRUITING FOR

**Administrative Assistant II**  
**Public Works Department**  
**\$3,813 - \$4,635 monthly**  
**Open - Competitive Recruitment**

**ATTENTION APPLICANTS:** PLEASE READ THE JOB BULLETIN THOROUGHLY AND FOLLOW ALL APPLICATION INSTRUCTIONS AND PROCEDURES. APPLICATIONS FAILING TO FULLY COMPLY WITH THE INSTRUCTIONS AND PROCEDURES OUTLINED IN THIS BULLETIN WILL BE REJECTED.

**THE OPPORTUNITY:**

The City of San Gabriel’s Public Works Department is recruiting for an Administrative Assistant II to join its team. The Public Works Department is comprised of Engineering, Field Operations, Parks and Facilities, Fleet and Wastewater Operations Divisions. This position provides an exceptional opportunity for the ideal candidate to develop a career with our historic “City with a Mission.” A career with the City of San Gabriel offers excellent pay and benefits, a variety of programs and assignments, outstanding professional training and development opportunities, and a great location for living and working in Southern California.

This recruitment may also be used to fill other vacancies in this classification as they arise throughout other City Departments.

**IDEAL CANDIDATE:**

The ideal candidate is enthusiastic, passionate about customer service, and is committed to serving the community. The ideal candidate is also able to multi-task and work in a fast-paced environment, has outstanding judgment and interpersonal tact, is an outstanding communicator, provides outstanding customer service, has a strong work ethic and possesses a diverse skill set. This individual must be innovative, technically astute, detail oriented, cooperative, proactive, and able to complete multiple projects under pressure and on time. This position requires effective communication skills to interact with a diverse community of residents and staff at all levels with great respect and tact. Most importantly, the ideal candidate is a consummate professional who exemplifies the principles of public service and the organizational mission for the City of San Gabriel.

**POSITION SUMMARY:**

Under general direction, the Administrative Assistant II plays a key role in the delivery of customer service in the front office and counter areas; refers telephone calls to appropriate City staff for further assistance as needed; receives, sorts, and routes received mail and official documents; provides general information to the public, employees, and other agencies in support of the department, division, or program area including the interpretation and explanation of applicable codes, regulations and procedures; creates, formats, edits, proofreads, and processes a variety of documents and reports including general correspondence, notices, memos, and other documents; maintains accurate and up-to-date office files and records for assigned areas; organizes payroll records (timesheets, leave request slips); prepares letters in response to public complaints; enters work orders, maintains the department calendar and schedules appointments and meetings; may assist with other department related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED equivalent.
- Two year (2) of increasingly responsible clerical, administrative, record keeping, and/or customer service experience.
- Valid California Class “C” Driver’s License. Must have a valid California Class “C” driver’s license at the time of appointment and maintain a satisfactory driving record throughout employment with the City.

Desirable Qualifications

- Experience working in local government is desirable.
- Completion of college coursework applicable to a BA/BS is desirable.

*For more details on the essential duties of the position, please see the attached position classification specification for Administrative Assistant II.*

**BENEFITS:**

- Participation in the CalPERS Retirement System: 2% @ 60 for “classic” CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution of up to \$1,568 per month toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), Delta Dental PPO or HMO plan, and VSP Vision plan. Although you typically must insure yourself, coverage of dependents is optional.
- Optional enrollment in Deferred Compensation 457 Program from ICMA-RC.
- Optional enrollment in Supplemental Insurance Programs.
- City-paid long term disability and life insurance (1x annual salary).
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.
- Retiree medical insurance (including family) per the vesting schedule established by Government Code 22893.
- \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish. Bi-lingual pay must be deemed appropriate for the position before approval. Department approval required.

**Leaves:**

- 96 hours of sick leave per calendar year
- 80 hours of vacation per year (increases with length of service)
- 104 hours of holidays per year

**Annual Cash-Out Programs:**

- Sick Leave Buy Back: In November of each year, may cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (November through November).
- Vacation Buy Back: May cash-out of up to 40 hours of unused vacation leave per year.
- Holiday Buy Back: May cash-out of up to 8 hours of unused holiday leave per year.

**EXAMINATION & SELECTION PROCESS:**

The examination and selection process will be made as follows:

1. Application Screening: All submitted applications will be screened for minimum qualifications.
2. Written Exam: For some recruitments, the City incorporates a written exam component. Those meeting the minimum qualifications for the position may be invited to the written examination. Typically, the minimum passing score on the written exam is 70%. This score may be adjusted depending on the number of

examinees, with percentile and average scores along with the number of slots available for the oral panel interview being used as the basis for adjusting the passing score.

3. **Oral Panel Interview:** Those attaining a passing/qualifying score on the written exam will be invited to the oral panel interview. The oral panel interview is an objective assessment of the candidate's experience and preparation for the position by an impartial panel of experienced practitioners. Scores from the oral panel interview will be weighted 100% towards the Eligibility List for this position. Candidates must attain a minimum score of 70% on the oral panel interview to be placed on the Eligibility List.
4. **Eligibility List:** Those attaining a qualifying score on the oral panel interview will be placed on the Eligibility List for this position. Candidates on the Eligibility List are deemed qualified for the position and may be called at any time to participate in a selection interview with the hiring department to fill a vacancy in this position. For more information on Eligibility List requirements, please see Rule VIII of the City's Civil Services Rules.
5. **Practical Exam:** For some recruitments, the City incorporates a practical exam component. The practical exam is used as a supplemental evaluation tool and is not scored or used for qualifying purposes. All candidates invited to the oral panel interview will be required to complete the practical exam.
6. **Selection Interview:** Candidates on the Eligibility List may be called at any time to participate in a selection interview with the Department to fill an immediate and/or anticipated vacancy in the position classification. A selection interview does not guarantee an offer of employment and the Department is not obligated to hire any candidate invited to a selection interview.
7. **Pre-Employment Process:** Upon a conditional offer of employment, which requires the successful completion of a selection interview and recommendation to hire from the Department, candidates shall be required to satisfactorily complete a pre-employment process. The pre-employment process consists of (1) medical examination, (2) fingerprint background check, (3) work experience and education verification, and (4) professional reference check. Failure to successfully complete the pre-employment process shall void any conditional offer of employment.

## APPLICATION PROCEDURE:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, and (3) copies of all certifications applicable and/or required for the position. Hard copies of item 1-3 will not be accepted. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). Please do not hesitate to apply. The deadline for submitting applications is 5:00 p.m. on Thursday, May 13, 2021 OR when a sufficient number of qualified applications have been submitted, whichever occurs first. Faxed, emailed, and/or hard copy applications will not be accepted.

## RECRUITMENT EXAM & SCHEDULE (TENTATIVE)

The following is the tentative schedule for this recruitment. Please prepare your schedule in advance and note that the exam components may be changed and this schedule may be modified if the City deems it necessary.

- Application Period.....April 14 – May 13, 2021
- Written Exam..... Week of May 17
- Oral Panel Interview.... Week of May 24
- Selection Interview..... Week of June 1
- Tentative Start Date.....July 6, 2021

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的雇主

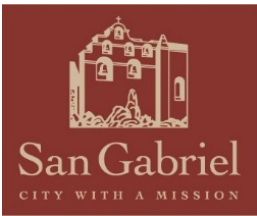
Tất cả ứng cử viên hãy đủ điều kiện nộp đơn. Thành Phố San Gabriel là một số làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

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San Gabriel, CA 91776

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[www.sangabrielcity.com](http://www.sangabrielcity.com)  
Job ID #192



## **CLASSIFICATION SPECIFICATION ADMINISTRATIVE ASSISTANT II**

### **JOB SUMMARY:**

Under general supervision, the Administrative Assistant II provides primary support to a department, division, or program area; performs a wide variety of simple to moderately complex secretarial and clerical work; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS:**

The Administrative Assistant II provides simple to moderately complex administrative services to an assigned department, division, or program area. This class differs from an Administrative Assistant I due to the level of experience required, complexity of work performed, and greater independence of action within established guidelines.

### **EXAMPLES OF DUTIES:**

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

- Plays a key role in the delivery of customer service in the front office and counter areas; receives and directs messages from incoming telephone calls, e-mails, and in person; refers telephone calls to appropriate City staff for further assistance as needed; and receives, sorts, date stamps, and distributes incoming and outgoing mail.
- Responds to complaints, answers questions, and provides general information to the public, employees, and other agencies in support of the department, division, or program area including the interpretation and explanation of applicable laws, codes, and regulations.
- Provides general support to City staff and committees as required, which includes creating, formatting, editing, proofreading, and processing a variety of documents and reports including general correspondence, notices, memos, and other documents; reviewing and verifying records, forms, and other documents for accuracy, completeness, and conformance; entering data into a computer from various resources; posting notices for public hearings or meetings; and maintaining accurate and up-to-date office files and records for assigned areas.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Office administration practices and procedures, City department policies and procedures, rules and notices governing the notice and conduct of public meetings, and the City's cultural and political environment.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.

- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

### **Skills/Abilities:**

- Perform a variety of clerical duties of general nature for an assigned department, division, or program area; learn the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities; and correctly interpret and apply general administrative and department policies and procedures.
- Operate a multi-line telephone system and use tact and discretion in dealing with sensitive situations and concerned people and customers.
- Communicate clearly and concisely both orally and in writing; understand and follow oral and written directions as provided; work at times with minimum supervision; create and edit a variety of documents; and organize and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

### **Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- Two years of increasingly responsible clerical, administrative, and/or customer service experience.
- Local government or customer service experience is desirable.

### **Licenses and Certifications:**

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

### **PHYSICAL DEMANDS:**

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

### **WORK ENVIRONMENT:**

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Revised Date:** March 6, 2019