



INVITES APPLICATIONS FOR THE POSITION OF

EXECUTIVE AIDE

APPLY ONLINE AT WWW.CALOPPS.ORG

SALARY

\$7,220.00 - \$9,025.00 per month

JOB TYPE

Full-Time, Regular

FILING DEADLINE

Friday, October 25, 2019, at 5:00 PM

THE POSITION

The City of Dublin is seeking an Executive Aide to perform difficult and confidential administrative duties for the City Manager, Dublin City Council, and other executive level Staff. The work involves extensive public contact and relieving the City Manager of routine administrative duties.

KEY ELEMENTS

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Perform a wide variety of executive administrative duties as required by the daily operations and duties of the City Manager's Office.
- Represent the City to the public, businesses, Council Members and other agencies at the request of the City Manager.
- Direct office activities and schedules; develop and recommend office procedures and systems; ensure smooth operation of the City Manager's Office.
- Review and summarize miscellaneous reports and documents; prepare background briefing documents as assigned.
- Research and analyze routine administrative projects for the City Manager, City Council, and other assigned Executive Staff; prepare first draft reports on routine administrative matters.
- Receive and distribute the City Manager's mail and correspondence; review and evaluate mail to identify those items requiring priority attention of the City Manager.
- Be responsible for following up on assignments given to Management Staff from the City Manager; provide status reports to the City Manager.
- Receive telephone calls including complaints and provide assistance to callers using good judgment as to calls requiring immediate priority attention; prioritize and facilitate communication from City Executive Staff, and City Attorney through the City Manager's Office.
- Independently respond to letters and general correspondence of a routine nature.

- Make travel arrangements for the City Manager, City Council and assigned Executive Staff; maintain appointment schedules and calendars; arrange meetings and conferences.
- Provide administrative support to assigned City task forces, commissions, and/or boards and committees.
- May attend and coordinate evening/weekend meetings and events.
- Write and review reports relating to a wide variety of municipal matters; prepare recommendations.
- Review and process invoice payments and claim forms; review budgets.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Performs related work as requested.

CANDIDATE QUALIFICATIONS

1. Education: Equivalent to the completion of an AA degree in Business, Public Administration, Political Science, English or a related field; Possession of a BA/BS degree is highly desirable.
2. Experience: Six years' experience performing increasingly responsible administrative and executive secretarial work preferably in support of an executive and/or administrative officer(s).

KNOWLEDGE OF

- Local government organizational structure and functioning;
- Codes, principles, regulations and procedures related to the City Manager's Office and other City Departments affecting the operation of the City;
- Basic supervisory principles and practices;
- Exemplary customer service skills, including dealing effectively with the public, elected officials and City staff, both in person and over the telephone;
- Teamwork and developing consensus;
- Creative and innovative techniques for performing assignments;
- Proper English usage, spelling, grammar, and punctuation;
- Business correspondence formatting;
- Basic mathematical computations, accounting and record keeping;
- Basic budgeting theories and principles;
- Time management;
- Computer applications related to the work performed;
- Standard office administrative practices and procedures, including the use of standard office equipment and Microsoft Office Suite software.

ABILITY TO

- Learn, understand and interpret rules, regulations, laws and ordinances affecting the operation of the City;
- Analyze situations carefully and adopt effective courses of action;
- Plan, organize and schedule priorities of the City Manager's Office in the office;
- Compile and maintain complex and extensive records and prepare reports;
- Perform technical, specialized, complex and difficult office administrative work requiring the use of independent judgment; Interpret and implement policies, procedures related to the City Manager's Office;
- Analyze and resolve office administrative and procedural problems;
- Perform basic research and preparing reports and recommendations;
- Oversee projects, programs and special events as assigned;
- Supervise, monitor and evaluate the work of assigned staff;
- Organize and prioritize workload, coordinate projects, set priorities, meet deadlines and follow-up on assignments with a minimum amount of oversight from the City Manager;
- Use initiative and independent judgment within established policy and procedural guidelines;

- Provide complex office administrative support in the areas of procurement, budgeting, report preparation and staff communication;
- Communicate effectively with co-workers, subordinates, superiors, representatives of public and private organizations and others
- Type at least 60 words per minute.

SALARY/BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **EXECUTIVE AIDE** position is **\$7,220 - \$9,025** per month. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,780.00 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees’ Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Administrative Time Off – 40 hours of administrative leave annually, with the option of being paid for up to 20 hours
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program, Commute Alternate Program, and a credit union. The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

ABOUT THE COMMUNITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 63,421 within 14.59 square miles. Dublin’s strategic “crossroad” location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all staff representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.

- Promoting a "can do" attitude using common sense along with technical/ professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which may consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

In accordance with the Americans with Disabilities Act, the City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6605 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

TO APPLY

Please apply online at www.CalOpps.org. Click on “**Member Agencies,**” under “**East Bay**” click on “**Dublin,**” “**Executive Aide**” and “**Apply for job.**” Resumes may be pasted at the end of the online application form; however, a completed CalOpps.org application is required for consideration in the selection process.

Applications will be accepted until 5:00 p.m. on **Friday, October 25, 2019**. The City of Dublin does not accept applications by fax or e-mail except through www.CalOpps.org.