



DUBLIN
CALIFORNIA

INVITES APPLICATIONS FOR THE POSITION OF

SENIOR OFFICE ASSISTANT **Parks & Community Services**

APPLY ONLINE AT WWW.CALOPPS.ORG

SALARY

\$32.1356 - \$40.1677 per hour

JOB TYPE

Permanent, Part-Time

WORK SCHEDULE

Afternoon/Evening Position

- Off Season (Approximately Labor Day to Memorial Day): Monday-Thursday 3:30 p.m.- 8:30 p.m.
- Summer Season (Approximately Memorial Day to Labor Day): Monday-Friday 1:00 p.m.-8:00 p.m.

FILING DEADLINE

Friday, March 12, 2021 @ 5:00 p.m. **OR** until 50 applications have been received.

THE POSITION

The City of Dublin is a dynamic community, seeking one energetic and self-motivated Senior Office Assistant in the Parks and Community Services Department. These positions report to the Aquatic Recreation Supervisor and will perform responsible administrative and customer service orientated support to the department and community and oversee the front counter at The Wave, Emerald Glen Recreation & Aquatic Center. Front counter operations include registering customers, handling customer complaints and ensuring all classes and programs are correctly advertised in the Activity Recreation Guide and registration software system. Additionally, they will monitor, create and pull financial reports, and reconcile the daily deposit. During the Summer season, the positions will oversee the Concession operation, supervise and train cashiers, food service workers and other seasonal staff as needed. In order to provide a broad exposure to City operations, the position will be involved in programs and projects in a generalist and/or specific capacity.

EXAMPLES OF DUTIES

- 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 variety of complex, specialized and responsible clerical duties in support of important functions or programs within a department.
- Assume overall clerical responsibility for an assigned program area that involve maintaining appropriate records, preparing necessary reports, and serving as an overall information source for the program as assigned.
- Provide lead support, as assigned, to positions within the Office Assistant series including assigning and reviewing work, and responding to questions and situations about which less experienced staff have not been exposed.
- Provide office management support to an independent office, as assigned, involving the performance of a broad range of administrative tasks including ensuring that work is handled on a priority basis and completed in a timely manner, and handling routine purchasing and budget duties.

- Respond to complaints and requests for information on regulations, procedures and policies relating to responsibilities assigned.
- Type a variety of written material from rough draft, dictaphone or verbal instructions using word processing equipment as assigned.
- Act as a receptionist; screen calls and visitors, and refer inquiries as appropriate; respond to complaints and requests for information based upon departmental policies and procedures.
- Compile information from a variety of sources as requested.
- Maintain financial, statistical and/or operational reports and records as applicable.
- Compose routine correspondence independently.
- Perform general clerical duties including filing, document imaging, checking and recording information on records, and processing routine requests for information.
- Participate in the preparation of assigned budget.
- Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.
- Performed related duties as assigned.

CANDIDATE QUALIFICATIONS

1. Education: Equivalent to the completion of the twelfth grade.
2. Experience: Three years of increasingly responsible clerical experience.
3. Licenses; Certificates; Special Requirements: Possession of a valid California Class C driver's license and Certificate of Automobile Insurance for Personal Liability.

Knowledge of:

- Filing and record keeping systems.
- English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods and computer equipment.

Ability To:

- Perform a variety of complex, specialized and responsible clerical duties in support of specific functions or programs within a department.
- Understand the organization and operations of the city and of outside agencies as necessary to assume assigned responsibilities.
- Work independently with limited supervision and exercise initiative and sound judgment.
- Apply operating rules and procedures of assigned department.
- Work cooperatively with other departments; outside agencies, and the public.
- Interpret and apply departmental policies, procedures, and rules.
- Establish and maintain financial records; perform mathematical computations.
- Operate a variety of office equipment such as a calculator, computer and keyboard.
- Type at a speed necessary for successful job performance.
- Compile and maintain complex and extensive records and files.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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 **Senior Office Assistant** position is **\$32.1356 - \$40.1677** per hour. 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 \$1,900 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/\$500 annual account seed money (HRA)
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Wellness reimbursement program
- Civic Service Leave (Volunteer time off) – 4 hours per fiscal year
- Fourteen paid holidays (including two floating holidays) per year.
- Approximately 11 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 and a credit union.

The City of Dublin does not participate in the Social Security system except for mandatory Medicare.

ABOUT THE DEPARTMENT

The Parks and Community Services Department is comprised of three divisions; Recreation, Aquatics and Heritage and Cultural Arts. The department provides an array of programs and activities in support of the City's goal to build community. In addition, the department boasts some popular community facilities, which are available for rent, including the newest facility, The Wave (a 31,000 square-foot aquatic center anchored by an indoor pool and waterpark elements opened in 2017).

ABOUT THE CITY

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 65,716 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 employees 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 whose background and experience most closely meet the City's current needs will be invited to participate in an interview/oral board. In addition, the selection process may consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

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.

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.

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.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on “**Member Agencies,**” under “**East Bay**” select “**Dublin,**” then on “**Senior Office Assistant,**” and “**Apply for Job.**” Applications must be received by 5:00 p.m. on Friday March 12, 2021 or 50 applications, whichever comes first. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.