



San Gabriel

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

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## **Executive Assistant to the City Manager**

**\$5,227 - \$6,353 monthly**

### **The Opportunity & Ideal Candidate:**

The City of San Gabriel is currently recruiting for an Executive Assistant to the City Manager who has a strong work ethic and excellent organizational, technological, and multi-tasking skills. He/she will have great attention to detail, an inherent desire to cooperate and be proactive, be enthusiastic about new ideas and ways of thinking, and be committed to accomplishing projects under pressure and before deadlines on a consistent basis.

This position requires frequent interaction with the City Manager, elected officials, City staff, and a diverse community of residents so keen communication skills and knowledge of local government operations for this position are key. If you are someone with a passion for public service who fits all of these qualities, we want to hear from you!!

### **Position Summary:**

Under general supervision of the City Manager, the Executive Assistant to the City Manager performs a variety of complex, highly responsible, and confidential administrative, secretarial, and advanced clerical work of a general or specialized nature; assists the City Manager and City Council with special programs, projects, and research; and performs other related duties as assigned.

Responsibilities include maintaining a calendar of activities, meetings, and various events for the City Manager; coordinating activities and meetings with City Council, City departments, the public, and outside agencies; creating and finalizing a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, technical and statistical charts and tables, and other specialized materials; receiving and screening communications to the City Manager and City Council including office visitors, telephone calls, and e-mail messages; and processing staff travel arrangements, including transportation and accommodations, for the City Manager and City Council.

### **Minimum Qualifications:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's degree in public administration, business administration, or a closely related field and five years of increasingly responsible administrative, clerical, or secretarial experience. Previous experience supporting a City Manager, City Council, and/or other executive is required. Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are also required.

## Benefits:

The City of San Gabriel offers a generous benefits package, which includes:

- 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 toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs, through CalPERS) and a choice of a PPO or HMO dental plan. Although you typically must insure yourself, coverage of dependents is optional.

### Other Benefits:

- 9/80 Alternative Work Schedule – One day off every other week
- Choice of enrollment in Deferred Compensation (CalPERS 457 or ICMA)
- Optional enrollment in Supplemental Insurance Plans
- 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
- Payment of retiree (and family) health insurance per established vesting schedule
- Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

- **Leaves:**

- 12 days of sick leave per calendar year, 10 days of vacation per year, and 12 holidays per year, plus 1 floating holiday

- **Cash Outs:**

- Sick Leave Buy Back Program: up to 50% of unused sick leave accrued in the 12 month period between November and October.
- Vacation Buy Back Program includes the option to cash out up to 40 hours of unused vacation per year.
- Holiday Buy Back Program: allows a maximum of 8 hours of unused holiday hours per year.

## Application Procedure:

**Candidates must complete a City of San Gabriel application, resume, and cover letter. Candidates must also complete and submit a typing certificate of 50 wpm from an accredited business school, adult school, or employment agency along with their application. All application materials must be submitted online by 5:00 p.m. on Tuesday, January 23, 2018.** To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). *Faxed, emailed, or hard copies of applications and/or resumes are not accepted.*

*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.*

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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僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở 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.

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### HUMAN RESOURCES DEPARTMENT