



Administrative Assistant I
Community Development
\$16.51 – \$20.07 Hourly
(Part Time/Non Benefited Position)

THE OPPORTUNITY:

The City of San Gabriel’s Community Development Department is recruiting for a part-time Administrative Assistant to join its team. This is an excellent entry-level opportunity for anyone interested in gaining experience in the public sector.

IDEAL CANDIDATE:

The ideal candidate is enthusiastic, willing to adapt and learn, passionate about customer service, and is interested in serving the community. The ideal candidate is also detail oriented, able to multi-task and work in a fast-paced environment, has outstanding judgment and interpersonal tact, and is an effective communicator. This position requires the ability to effectively interact with a diverse community of residents and staff with great respect and tact.

POSITION SUMMARY:

Under the supervision of the Economic Development Manager (i.e., Division Manager/Supervisor), the Administrative Assistant I performs a variety of clerical and customer service oriented duties; provides counter support for the department/division and refers inquiries to the appropriate staff members for further assistance; assists with Economic Development (i.e., department/division) programs and events, outreach and community engagement efforts, and acts as an inter-departmental liaison with other city departments and staff, partner agencies and community stakeholders. The Administrative Assistant I must be able to communicate clearly and concisely both orally and in writing and work comfortably with a diverse community; understand and follow oral and written directions as provided; create and edit a variety of documents; and assist in the maintenance and organization of office and specialized files and performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

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.
- One year (1) of increasingly responsible clerical, administrative, record keeping, and/or customer service experience.

Required Certifications/Licenses/Competencies

Candidates for this position must possess and meet the following:

- Possess a valid California Class “C” Driver’s License;
- Must maintain a satisfactory driving record throughout employment with the City.

Desirable Qualifications

- Experience working in local government is desirable.

PARS REQUIREMENT:

Part-Time employees are required to participate in the Public Agency Retirement Services (PARS) in lieu of Social Security.

BILINGUAL PAY:

Upon approval from the Department Head, bilingual pay of \$.58 per hour is available to employees who work a minimum of 20 hours per week and must be able to utilize and pass a proficiency examination in one or more of the following languages Cantonese, Mandarin, Vietnamese, or Spanish.

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 professional certifications applicable and/or required for the position. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit jobs.sangabrielcity.com. **The deadline for submitting applications is 5:00 p.m. on Thursday, April 29, 2021 OR when a sufficient number of qualified applications have been submitted, whichever occurs first. THE FILING PERIOD MAY CLOSE AT ANY TIME. DO NOT HESITATE TO APPLY.** *Faxed, emailed, or hard copies of application materials are not accepted.*

Tentative Recruitment Schedule:

The following is the tentative schedule for this recruitment. If you are interested in applying for this position, please plan in advance to accommodate the schedule. Also note that the City reserves the right to revise this schedule at any time if it deems necessary.

- Recruitment Opening.....March 30, 2021
- Application Deadline.....April 29 @ 5pm.
- Panel Interview.....Week of May 10
- Selection Interview.....Week of May 17
- Anticipated Start Date.....June 7, 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.

HUMAN RESOURCES DEPARTMENT

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