

DATE SUBMITTED 11/25/19  
 SUBMITTED BY Haller  
 DATE ACTION REQUIRED 12/04/2019

COUNCIL ACTION  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS JS

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT: <b>DISCUSSION/ACTION: COMMUNITY SERVICES DEPARTMENT STAFFING</b> 1. AUTHORIZATION TO CREATE ADMINISTRATIVE ASSISTANT POSITION WITHIN THE COMMUNITY SERVICES DEPARTMENT	
DEPARTMENT INVOLVED: <b>COMMUNITY SERVICES DEPARTMENT</b>	
BACKGROUND/SUMMARY: Under the supervision of the Community Services Director, the Administrative Assistant will provide support services for the Department of Community Services which include Parks, Public Library and Recreation. Stationed at the library front counter, the Administrative Assistant will be responsible for customer service and account receivables.  Please see attached documentation for full job description.	
FISCAL IMPACT: \$34,320.00 - \$48,297.60 Annual Salary  This position is FLSA Non-Exempt MISC Employee placed at a range 60 on the Teamsters Local Union 542 Salary Schedule.	FINANCE INITIALS _____
STAFF RECOMMENDATION: The department recommends the Council to authorize the creation of Administrative Assistant position within the Community Services Department.	DEPT. INITIALS <u>                    </u>
MANAGER'S RECOMMENDATION:	CITY MANAGER'S INITIALS <u>                    </u>
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED ( )      REJECTED ( ) DISAPPROVED ( )      DEFERRED ( )  REFERRED TO:

# COMMUNITY SERVICES

City Manager

Director

Administrative  
Assistant

Library  
Technician

Parks  
Superintendent

Recreation  
Specialist

Rec Leaders  
(Part-Time  
Temporary)

Lifeguards  
(Part-Time  
Temporary)

Library  
Assistant (4)  
(Part-Time)

GMW I/II (3)

Landscape  
Contractor

Literacy  
Specialist  
(Limited Term)

Volunteers



**CITY OF IMPERIAL (CA)**  
invites applications for the position of:

## **ADMINISTRATIVE ASSISTANT**

**SALARY:** \$16.50 - \$23.22 Hourly  
\$1,320.00 - \$1,857.60 Biweekly  
\$2,860.00 - \$4,024.80 Monthly  
\$34,320.00 - \$48,297.60 Annually

**OPENING DATE:** 02/07/19

**CLOSING DATE:** 02/15/19 05:00 PM

### **CAREER DESCRIPTION:**

Under the supervision of the Community Services Director, provides a variety of journey level secretarial and administrative office support work to the Community Services Department.

### **DUTIES:**

#### **Essential Duties and Responsibilities:**

The following are representative of duties and responsibilities of the position but are not intended to be all encompassing:

- Provides customer service for walk-in traffic to Imperial Public Library/Community Services Office by directing customers to appropriate divisions or providing requested information in a courteous, respectful and professional manner;
- Answers all incoming telephone calls to Community Services' Office in a courteous, respectful and professional manner;
- Prepares letters, memoranda and other correspondence as necessary;
- Assists Finance Department by providing cashier services entering the daily cash receipts into the accounting system;
- Assists in the preparation/distribution of notices, fliers and posters for various events and activities within the City of Imperial;
- Scheduling and maintaining a calendar of appointments and meetings for Community Services Department;
- Make Reservations for City Facilities;
- Assist Management in preparation of reports by researching and compiling necessary material;
- Independently maintain an efficient filing system;
- May be required to assist other departments in clerical capacity on an as needed basis;
- Maintain Community Services Department inventory of supplies;
- Creates requisitions for purchases;
- Performs other duties as assigned;

### **QUALIFICATIONS:**

#### **Minimum Qualifications:**

- High School Diploma or GED;

- Two (2) Years of successful experience in an administrative support role.

**Knowledge of:**

- General practices of customer service;
- **Interpersonal skills** using tact, patience and courtesy;
- **Research techniques and procedures and methods** for reports;
- **Customer billing and collection activities**;
- Basic record-keeping and filing techniques;
- **Correct English usage, grammar, spelling, punctuation and vocabulary**;
- **Modern office practices, procedures and equipment**;
- **Bilingual (English/Spanish) Desired.**

**Ability to:**

- Learn department or program objectives, policies, procedures and goals;
- Type or input data at an acceptable rate of speed;
- Operate standard office equipment including computer and assigned software;
- Understand and follow oral and written directions;
- Maintain Confidentiality;
- Establish and maintain cooperative and effective working relationships with others;
- Communicate effectively both orally and in writing;
- Complete work with many interruptions;
- Receive, sort and distribute mail.

**ADDITIONAL INFORMATION:**

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Office environment.
- Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard;
- Hearing and speaking to exchange information in person and on the telephone;
- Sitting or standing for extended periods of time;
- Seeing to read a variety of materials;
- Bending at the waist, kneeling or crouching to file materials;
- Lifting, Pushing, or Pulling up to 15-20 lbs.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.