



Town of Colma Invites Applications for

Administrative Technician I

\$34.25 - \$41.62 per hour
(\$5,936 - \$7,215 per month)

Applications Due by July 27, 2018

The Administrative Technician I is an entry level journey position under the supervision and direction of the City Clerk. Ideal candidate must have excellent communication, technical, and organizational skills, providing high quality administrative support to Building, Engineering, Planning and Public Works and, at times, the City Manager. This is a front counter position where the incumbent will greet the public. Experience in permit processing, plan review, cash collection and building, planning and public works software applications is preferred.

Essential Duties

- Exercises excellent customer service including patience and professionalism at all times
- Performs general clerical duties including filing, copying, preparing large mailings and verifying, recording and maintaining information on records, and preparing documents for archive
- Types, enters, proofreads and processes a variety of documents including general correspondence, reports, memos and statistical charts from rough drafts or verbal instructions; may compose routine correspondence
- Responds to public inquires, both on the telephone and in person, and may refer to appropriate staff member for more specific information as appropriate
- Relieves managers and other administrative staff of certain administrative matters by following up on projects, transmitting information, and keeping informed of pertinent activities
- Routes Planning, Building and Engineering Plans to the appropriate department and consultants
- Ensures timely turnaround of plan reviews within stipulated timeline
- Performs special studies and write reports
- Maintains and updates City, departmental, and/or program websites
- Receives, sorts and distributes incoming and outgoing mail
- Places, manages, and restock office supplies
- Assesses, collects and processes fees and charges, as assigned
- Checks and tabulates statistical data; prepares routine statistical reports
- May work a flexible schedule including evenings and weekends

Minimum Qualifications

A high school diploma or equivalent plus two years of increasingly responsible secretarial and clerical experience working with confidential information required.

Knowledge of:

- Modern computing technology
- Principles and practices of customer service
- Methods and techniques of administrative analysis
- Standard office and administrative policies and procedures
- Computer applications involving word processing, spreadsheets, data entry, database access and/or standard report generation
- Business letter writing and the standard format for typed materials
- Methods and techniques for basic report preparation and writing

- Recordkeeping principles and practices
- Basic mathematical principles
- Basic understanding of Town operations
- Applicable Town regulations, policies and programs

Ability to:

- Represent Town in a positive manner
- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Accurately interpret and administer applicable codes and regulations
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Maintain confidentiality
- Perform duties on a regular and consistent basis; meet critical deadlines
- Process, input, compute and reconcile financial and non-financial data
- Provide general clerical support
- Make adjustments to standard operating procedures as is appropriate
- Prepare and maintain accurate documents, records and reports
- Maintain accurate office files

To Apply

Employment applications are available at the following locations:

Town Hall
1198 El Camino Real

Sterling Park Rec Center
427 F Street

Colma Community Center
1520 Hillside Boulevard

You may also request an application by calling 650-997-8309 or visiting the Town's website at www.colma.ca.gov to download and/or submit an online application.

A Town Employment Application Form must be submitted to Human Resources by **July 27, 2018** to be considered. A resume and cover letter are recommended. Interested candidates are encouraged to apply as soon as possible via online submission or by mail to:

Town of Colma
Attention: Human Resources
1198 El Camino Real
Colma, CA 94014

First review of applications will occur on **July 27, 2018**, where the first fifty (50) applications will be considered.

THE INFORMATION INCLUDED IN THIS ANNOUNCEMENT MAY BE CHANGED AT ANY TIME. THE INFORMATION DOES NOT CONSTITUTE EITHER AN EXPRESS OR IMPLIED CONTRACT.

THE TOWN WILL MAKE REASONABLE EFFORTS IN THE SELECTION PROCESS TO ACCOMMODATE PERSONS WITH DISABILITIES. PLEASE ADVISE THE PERSONNEL DEPARTMENT OF SUCH SPECIAL NEEDS AT THE TIME OF APPLICATION.

ALL EMPLOYEES HIRED BY THE TOWN OF COLMA MUST BE LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES AND WILL BE REQUIRED TO PRODUCE CERTAIN DOCUMENTS VERIFYING SUCH INFORMATION. EOE

The Town of Colma is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies and practices.