

Compensation and Benefits

- The City of Sonoma provides a competitive compensation and benefits package. The current salary range for this position is \$4,478 to \$5,443 per month, and will increase to \$4,557 to \$5,539 per month effective 7/6/2018. The City of Sonoma currently operates a normal work schedule.

The benefits package includes:

- Retirement: CalPERS Retirement System – 2% at 55 formula based on highest year compensation and sick leave conversion. Candidates hired on or after January 1, 2013, are subject to restrictions imposed by PEPPRA. Employees contribute 1% of persable compensation toward the City's cost of pension benefits. The City does not participate in Social Security.
- Generous medical package for employee and family members.
- Dental and Vision Insurance: City pays 100% of the premium.
- AD&D and Long-Term Disability Insurance: City pays 100% of the premium.
- Life Insurance: \$25,000. City pays 100% of the premium.
- Vacation: accrues at the rate of 80 hours per year for the first three years and increases with years of service.
- Sick Leave: accrues at the rate of 4 hours per month with an additional 24 hours of Alternative Sick Leave awarded July 1 and 24 hours awarded January 1 of each year.

The Recruitment Process

To apply for this exciting career opportunity, please send your application electronically to:

City of Sonoma – Attention: Cathy Lanning, Administrative Services Manager
humanresources@sonomacity.org

Call Cathy Lanning at 707-933-2217 for more information.

Search Schedule:

Application deadline.....June 1, 2018

Preliminary Interviews.....June 13, 2018

Selection Process:

Applications will be screened for relevant training and experience. The best qualified applicants will be invited to an interview. Prior to providing a Conditional Offer of employment the City will conduct a reference check including but not limited to the verification of employment history and education. After a Conditional Offer of employment is made, applicants will be required to complete a pre-employment physical and background investigation.

On the Cover:

In the middle of the Plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point and boasts many community festivals. The adjacent scenic hills and agricultural valley provide a setting of unparalleled natural beauty.



City of Sonoma

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City of Sonoma
California



Administrative Assistant Building Department

~Apply Immediately~
Final Filing Date: June 1, 2018

The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill its Administrative Assistant position in the Building Department. Located just 45 minutes north of the Golden Gate Bridge, the City of Sonoma spans approximately 2.8 square miles in the heart of one of the world's premier wine-producing regions.



The Position

The Building Department of the City of Sonoma is responsible for building code compliance activities within the city. This includes, but is not limited to, the issuing of building permits and scheduling of building inspections. The Building Department Administrative Assistant performs a variety of administrative and clerical duties in support of the department; provides information and assistance to the public; maintains records, works at the front counter and may be assigned to any department of the City to perform administrative responsibilities.

The City of Sonoma Building Department provides progressive permit services staffed by the Development Services Director/ Building Official, a Plans Examiner, a Building Inspector and an Administrative Assistant. The department is responsible for a wide range of building activities. Projects reviewed by the Building Department include the full spectrum of commercial, public, and residential construction normally associated with a small community.

All public employees are determined to be disaster service workers under Section 3101 of Government Code. As a disaster service worker, this position is subject to such disaster service activities as may be assigned by superiors and subject to mandatory emergency call out.

The City of Sonoma is an equal opportunity employer. It is the policy of the City of Sonoma to preserve the right to equal employment opportunity for all persons, including those with physical, mental or sensory disabilities.

If you require special accommodation during the testing or interview process due to a legal disability, please supply the City with documentation on the need for accommodation, and the type(s), in a written request submitted at least five (5) days prior to the date of the examination or interview.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified or revoked without notice.

The Community

The City of Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in Northern California to live, visit, and do business. Sonoma is proud of its friendly and small town atmosphere with residents that are actively engaged in city policies, volunteerism in a plethora of non-profits, and numerous community events and activities on the City's historic Plaza in the center of town. The City of Sonoma offers its 10,989 residents and visitors numerous attractions including shopping in the historic Plaza, wine tasting, hiking, as well as a vibrant restaurant scene.

The Organization

Incorporated in 1883 as a general law city, the City operates under a Council-Manager form of government with a five-member City Council. Sonoma boasts of an engaged citizen base and a culture of civility in public discourse. The City of Sonoma has a staff of 35 full-time and five part time-employees. These employees provide General Government (City Manager, City Clerk, Finance, Human Resources, and Risk Management), Building/Planning and Public Works (Administration, Streets, Parks, Water, and Cemetery). The City contracts its police services with the Sonoma County Sheriff's Department and its fire services with Sonoma Valley Fire Rescue Authority – both of these relationships are active partners within the City's leadership team. Water is wholesale provided from the Sonoma County Water Agency and sanitation management and infrastructure are under the management of the Sonoma County Sanitation District.

The Ideal Candidate

The Administrative Assistant position is a journey level classification and is responsible for the day-to-day administrative and clerical duties within the office. Positions within this classification function under considerable independence and are expected to use good professional judgment and make sound decisions.

The ideal candidate would possess all or any combination of knowledge, education, experience, training and certification that would provide the abilities needed to perform the essential duties of the position.

Example of Essential Duties

The following duties are considered essential for this job classification:

- The Administrative Assistant performs a wide variety of general administrative and clerical work:
- Processes and maintains records and filing systems; verifies the accuracy of recorded information; researches and notes discrepancies; revises or adds new information.
- Greets and provides information and City policies and procedures to the public at the counter, by telephone, through correspondence, forms, handouts and brochures in response to questions or requests regarding any of the various development activity permits, functions and services offered by the City.
- Calculates fees, fines and other charges; receives payments in the form of cash or checks; prepares receipts and forwards to the Finance Department.
- Operates various office equipment including telephones, calculators, two-way radios, facsimile, photocopy machines, and personal computers.
- Assists the public in completing and filing applications and related materials for development activity permits and water utility service; asks clarifying questions to determine the customer's purpose and provide the most effective service to each customer.
- Reviews application materials for completeness and accuracy; computes required fees; inputs information into appropriate data systems; issues permits; maintains tickler and tracking systems; prepares and distributes permit reminder and expiration notices.
- Completes a variety of reports related to the activities and programs of the Department; compiles material and statistics; copies and distributes reports and documents.
- Provides a full range of secretarial support to Department staff. Types and proofreads a variety of documents, reports, letters, memoranda, requisitions and related paperwork; types from rough draft or verbal instructions; enters, updates and maintains computer data and files.
- Schedules inspections; answers and transmits calls to field personnel.
- Applies departmental policies and procedures in determining completeness of records and reports; collects and processes information and records; releases records and reports to agencies and individuals; maintains confidentiality of information which is protected from disclosure by law or policy.

- Updates and maintains department forms, manuals and books; compiles data for special projects; assembles data and background materials for a variety of reports; receives and refers requests for departmental information to appropriate staff.
- May provide supervision and training to interns, train other employees and perform related duties as assigned.
- Performs basic maintenance on office equipment, including but not limited to, adding copier toner and clearing jams; recognizing and initiating calls for specialized repair services when needed.
- Maintains stock of office supplies, pre-printed forms, letterhead, envelopes, mailing labels and maps; prepares order list for purchasing.

Minimum Qualifications

The Successful Candidate Will Have Knowledge of:

- Practices and procedures related to the efficient operation of an office;
- Account and statistical record keeping;
- Correct English usage, spelling, grammar and punctuation.

The Successful Candidate Will The Ability to:

- Learn the City's policies, rules, administrative regulations and procedures related to permitting services;
- Satisfactorily carry out a number of administrative support tasks in a timely and professional manner;
- Work independently and exercise good judgment in carrying out assigned tasks;
- Establish and maintain cooperative working relationships;
- Listen, speak and write clearly for the purpose of giving concise, accurate and complete information;
- Deal with difficult customers without becoming argumentative;
- Operate office machines including a computer for word processing, spreadsheet and database applications

Bilingual English and Spanish speaking candidates for the position are desirable but not required.

Desirable Education and Experience

High school diploma or general education degree (GED) is required. Experience in a clerical or technical position preferably related to planning, construction, engineering, architecture, or related field, which involved extensive public contact, is highly desired.