

## Compensation and Benefits

The position of Part-Time Administrative Assistant in the Office of the City Clerk has an hourly range of \$26.29 to \$31.96. This position does not receive any benefits other than paid holiday equivalents and 24 hours of Sick Leave per year.

The City does not participate in Social Security, Part-Time employees are enrolled in a Deferred Compensation Plan through Public Agency Retirement Services (PARS).

## The Recruitment Process

To apply for this exciting career opportunity, please send your completed City of Sonoma application and resume 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.....Sept. 6, 2019

Interview Notification .....Week of Sept. 9th

Interviews.....Sept. 25, 2019

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

## 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.

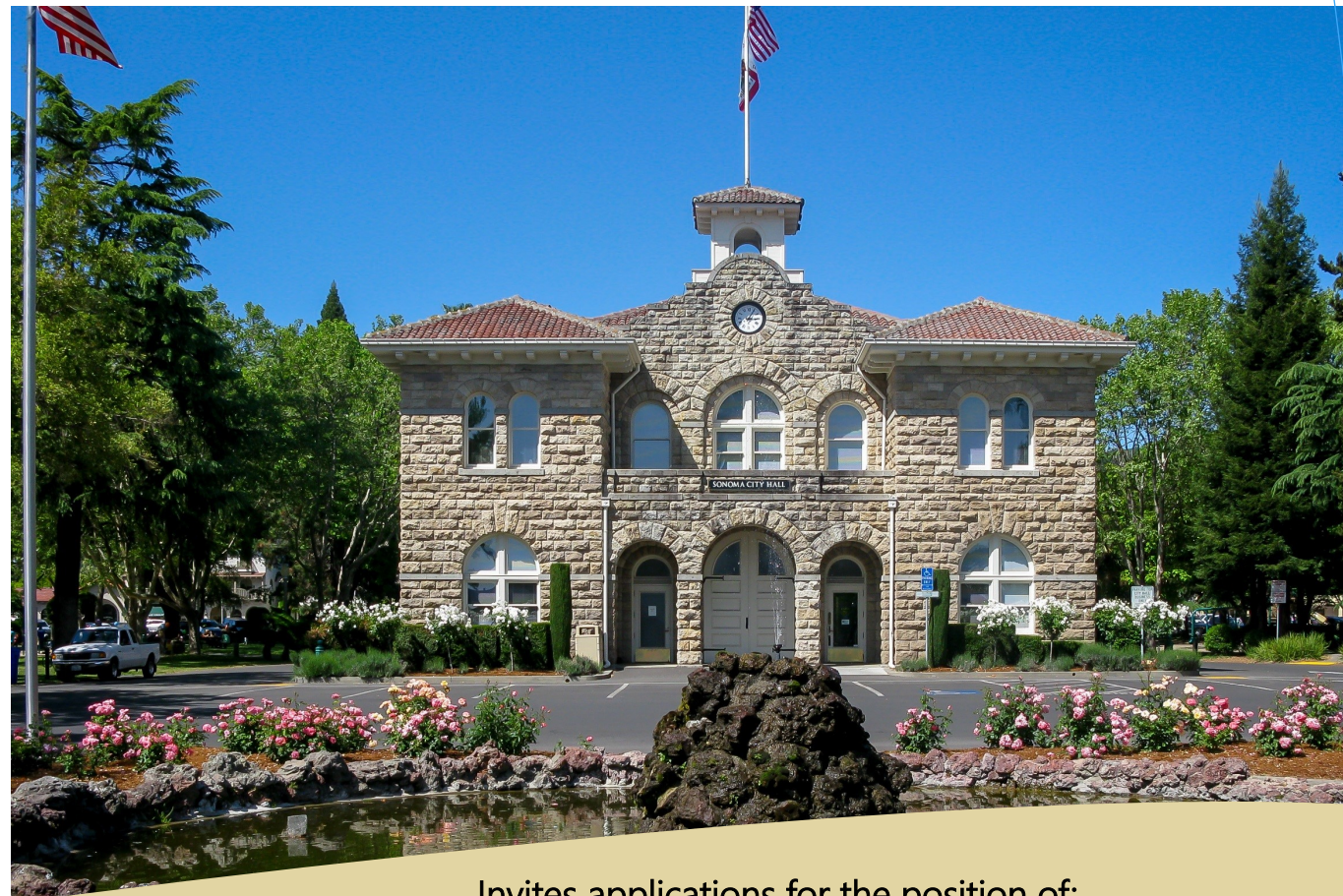


City of Sonoma

No. 1 The Plaza  
Sonoma CA 95476  
707.938.3681 phone  
707.938.8775 fax  
www.sonomacity.org



# City of Sonoma California



Invites applications for the position of:

## Limited-Term, Part-Time Administrative Assistant Office of the City Clerk

~Apply Immediately~

**Application deadline is 5:00 p.m., Friday, September 6, 2019**

The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill its Part Time Administrative Assistant position in the Office of the City Clerk. 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 Administrative Assistant in the Office of the City Clerk is a half-time, unbenefited position.



## The Position

The City Clerk's Office is part of the Central Administration Department.

The City Clerk plans, organizes and coordinates the operations and related records management activities of the City Clerk's office; serves as Clerk of the Council and Secretary of the Redevelopment Agency; maintains all official City records; administers municipal elections in coordination with the County; provides information and assistance to the public regarding City services, policies and procedures.

The 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 with elected officials both in the City and from other agencies and may be assigned to any department of the City to perform administrative responsibilities.

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 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:

- Performs a variety of detailed and complex administrative support duties for the City Clerk, including researching information for the public and City staff and ensuring compliance with various legal requirements.
- Provide administrative support to the City Council, commissions, and or committees; may attend meetings and take minutes; prepare and distribute agenda packets and public notices.
- Processes and maintains records and filing systems; verifies the accuracy of recorded information; researches and notes discrepancies; revises or adds new information.
- Responds to public inquiries, verbally and in writing; provides assistance in the use of public records and coordinates responses to Public Records Requests in accordance with the California Public Records Act.
- Assists with receiving and tracking Conflict of Interest and Financial Disclosure Statements of elected officials, commissioners, and designated staff members in accordance with laws and regulations.
- Operates various office equipment including telephones, calculators, two-way radios, facsimile, photocopy machines, and personal computers.
- Team players with strong interpersonal skills, a customer service orientation, and a high level of technical competence are urged to apply.

In addition to the duties listed above, an employee within this classification will perform additional duties as assigned.

## 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 Have The Ability to:

- Learn the City's policies, rules, administrative regulations and procedures.
- 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.
- Confidently interact with elected officials, executive staff, and members of the public.
- Operate office machines including a computer for word processing, spreadsheet and database applications.

### Desirable Education and Experience

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

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.