


DATE SUBMITTED 1/30/2019
 SUBMITTED BY CITY MANAGER'S OFFICE
 DATE ACTION REQUIRED 2/06/2019

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ()

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: CITY MANAGER'S OFFICE STAFFING	
1. AUTHORIZATION TO CREATE ADMINISTRATIVE ASSISTANT POSITION WITHIN CITY MANAGER'S OFFICE; 2. AUTHORIZATION TO PLACE ADMINISTRATIVE ASSISTANT POSITION AT RANGE 60 OF TEAMSTER LOCAL UNION 542 SALARY SCHEDULE.	
DEPARTMENT INVOLVED: CITY MANAGER'S OFFICE	
BACKGROUND/SUMMARY: This City is seeking authorization from the City Council to create an Administrative Assistant position within the City Manager's Office. Under the supervision of the Management Analyst, the Administrative Assistant will provide support services for the City Manager's Office and assist the Finance Department - Utility Billing Division with customer service and account receivables. Please see attached documentation for full job description.	
FISCAL IMPACT: \$34, 320.00 - \$48,297.60 Proposed Annual Salary This position is FLSA Non-Exempt MISC Employee placed at a Range 60 on the Teamsters Local Union 542 Salary Schedule. ***Salary Savings of \$32,224.00 for Fiscal Year 2018-2019.	FINANCE INITIALS _____
STAFF RECOMMENDATION: N/A	DEPT. INITIALS _____
MANAGER'S RECOMMENDATION: It is the City Manager's recommendation for the City Council to consider and approve the creation of the Administrative Assistant Position within the City Manager's Office.	CITY MANAGER'S INITIALS 
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED () REJECTED () DISAPPROVED () DEFERRED () REFERRED TO:



ADMINISTRATIVE ASSISTANT

Bargaining Unit: Miscellaneous Employees
(General)

Class Code:
5700

CITY OF IMPERIAL (CA)
Established Date: Jan 30, 2019
Revision Date: Jan 30, 2019

SALARY RANGE

\$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

CLASSIFICATION DESCRIPTION:

Under the supervision of the Management Analyst, provides a variety of journey level secretarial and administrative office support work to the City Manager's Office.

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 City Hall by directing customers to appropriate departments or providing requested information in a courteous, respectful and professional manner;
- Answers all incoming telephone calls to City Manager's Office in a courteous, respectful and professional manner;
- Prepares letters, memoranda and other correspondence as necessary;
- Assists Finance Department - Utility Billing Division by providing cashier services entering the daily cash receipts into the accounting and utility systems;
- Assists in the preparation/distribution of notices, fliers and posters for various events and activities within the City of Imperial;
- Assists in the preparation of City Council and Commission meeting packets as necessary;
- Scheduling and maintaining a calendar of appointments and meetings for City Manager's Office;
- Make Reservations for Training and City Events;
- Assist Management and HR Analyst 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 City Manager's Office 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:

- Modern office practices, procedures and equipment.
- 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.

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.

