



CITY OF LOS ALAMITOS

EMPLOYMENT OPPORTUNITY

DEPARTMENT SECRETARY DEVELOPMENT SERVICES

FILING INFORMATION: Applicants must submit a completed City of Los Alamitos employment application by January 14, 2019 by 12:00 PM for first review of applications. Please call (562) 431-3538 for additional information, or visit www.cityoflosalamitos.org for employment application.

SALARY RANGE: *Tier 3 Range \$4,136 to \$5,030 per month **
(*range is for new hires - the applicable range for current employees would be Tier 1,2 or 3)

POSITION: The position serves as the Department Secretary in the Development Services Department, and performs a variety of secretarial and clerical duties that require the use of standard office machines including computer equipment, and performs related duties as assigned. This position requires a high degree of independence, initiative and flexibility. Ability to take shorthand is desirable. The Department Secretary supports the Development Services Department which includes; Planning, Building & Safety, Code Enforcement, Public Works, and Engineering Divisions of the City. The position also supports the planning commission and traffic commission.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Under the direction of the Development Services Director, the Department Secretary must perform the following essential job functions:

- Type correspondence, prepare agenda packets; attend evening Traffic Commission meetings and transcribe minutes from the meetings.
- Processing purchase orders for vendors and warrants for payment of invoices.
- Issuing permits and collecting applicable fees.
- Administering over-size vehicle permits.
- Coordination and preparing consultant contracts;
- Interfacing with public and other city departments in a courteous and professional manner;
- Maintaining department files, entering Service Request data.
- Collection and preparation of backup needed for reimbursement of grant funds;
- Coordination with consultants and distribution of plans and specs for capital improvement projects, including preparation of bid documents.
- Ability to type 60 wpm. Ability to use a computer, and other modern offices equipment.
- Experienced with Microsoft Word, Windows and Excel. Knowledge of modern office practices.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Familiar with city government policies and practices.
- Ability to establish and maintain cooperative working relationships;
- Deal effectively with the general public both over the telephone and in person while promoting the organizational values of the City.
- Ability to work rapidly and accurately under pressure.
- Other duties as required, which may include, but not limited to assisting other departments when needed.

DESIRABLE EXPERIENCE AND TRAINING: Graduation from high school, supplemented by courses in computers, typing and office practices and three (3) years general office experience. City municipal government experience, particularly in the areas of Community Development, Engineering, and Public Works is highly desirable. This position is required to type at a net speed of 60 wpm and provide Typing Certificate.

SELECTION PROCEDURE: Those candidates with the most relevant qualifications will be invited to participate in an oral interview to evaluate training, experience, and personal qualifications.

Please submit all applications and resumes to HResources@cityoflosalamitos.org

The City of Los Alamitos is an Equal Opportunity Employer and does not Discriminate on the basis of Race/Color, National Origin, Sex, Religion, Age or Handicapped Status in employment or the Provision of Service.