



**City of Riverbank**  
6707 Third Street • Riverbank, CA 95367  
Phone: (209) 863-7125 • Fax: (209) 869-7100

## **EMPLOYMENT OPPORTUNITY**

### **ADMINISTRATIVE ASSISTANT-CONFIDENTIAL**

**Salary:** \$4,556.91 - \$5,538.96/month  
*Plus Excellent Benefits*

**Filing Deadline:**

**Tuesday, July 19, 2022 @ 5:30 p.m.**

#### **Employment Application Process**

One application is required for the position you are applying for. **Incomplete or illegible applications will be rejected.** In order for your application to receive full consideration, it is necessary to complete the employment application in its entirety. Do not simply state “See Resume” as this is not acceptable. Your qualifications will be evaluated on the basis of information you provide on the application itself. Please attach additional sheets if necessary. All information on the application is subject to investigation and verification.

A City application packet may be obtained as follows:

1. Visit the City of Riverbank’s Job Opportunities on our website at <http://www.riverbank.org/jobs.aspx> and select Administrative Assistant-Confidential.
2. Contact the Human Resources Department at (209) 863-7125 or email [cstefani@riverbank.org](mailto:cstefani@riverbank.org)
3. Visit the Human Resources Department, Monday - Thursday, 7:30 am to 5:30 pm (closed Fridays), 6707 Third Street, Suite A, Riverbank, CA 95367.

*Please note July office closure date on Monday, July 4, 2022 in observance of Independence Day.*

**Submit completed and signed applications no later than **Tuesday, July 19, 2022 @ 5:30 p.m.:****

By Mail or      City of Riverbank  
Drop-off:      Human Resources Department  
6707 Third Street, Suite A (mail slot in the front door)  
Riverbank, CA 95367

By Email:      [cstefani@riverbank.org](mailto:cstefani@riverbank.org) (Cheryl Stefani, Human Resources Analyst)

**Faxed or postmarked applications will not be accepted.**

#### **Selection Process**

All applications will be reviewed for completion, relevant education, experience, training and other job-related qualifications. The most qualified candidates will be invited to participate in the selection process. The selection process may consist of one or more of the following: written examination, performance test and/or oral interview.

The City reserves the right to revise the selection process to best meet the needs of the City.

Candidates who need accommodations should notify the Human Resources Department at the time of their invitation to the selection process.

The City of Riverbank is an Equal Opportunity Employer. The City does not discriminate because of race, color, ancestry, religion, sex, national origin, marital status, age, medical or physical disability, or perceived disability, medical condition, or sexual orientation.

### **Benefits**

The City of Riverbank offers a competitive salary and benefits package including:

- CalPERS Retirement: The City participates in the California Public Employees' Retirement System (CalPERS). New members, as defined by PEPRA, are under a 2% @ 62 formula.
- Health Benefits: The City currently pays 100% of the cost of the Stanislaus Medical Foundation Dental plan and Vision Service Plan (VSP) for employees and their eligible dependents. The City offers Kaiser Permanente or Sutter Health Plus medical coverage and pays 85% of medical insurance premium. Effective January 1, 2021, employees contribute 15% of their monthly premium.
- Life Insurance: \$50,000 paid by the City
- Union Pension Plan: City contributes approximately \$392 per month
- Deferred Compensation: Employee's voluntary contribution in the amount of at least \$75 is matched and not to exceed \$75 by the City per payperiod.
- Employee Assistance Program
- Holidays: 12 paid holidays per year plus 3 floating holidays of choice
- Vacation: 10 – 25 days per year, based on years of service (maximum accrual 400 hours)
- Sick Leave: 12 days per year (no accrual limit)

### **Special Conditions of Employment:**

Appointment to the position is contingent upon the candidate providing proof of eligibility to work in the United States and passing a fingerprint check and may include a thorough check of their employment history, followed by a pre-employment physical examination which includes a drug screening.

***Note:** Earnings from this job are not covered under Social Security. When you retire you may receive a pension based on earnings from this job. If you do, your pension may affect the amount of Social Security benefits you may receive. For more information go to [www.socialsecurity.gov/form1945](http://www.socialsecurity.gov/form1945).*



## Administrative Assistant-Confidential

**Established:** April 2006; Updated June 2022  
**FLSA:** Non-Exempt  
**Bargaining Unit:** Mid-Management Employees Association

**Salary/Month:**  
Administrative Assistant-Confidential: \$4,556.91 - \$5,538.96

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general supervision, performs a wide variety of routine and complex office and administrative support tasks and duties for the City Manager, City Council, and/or a Department Head; assists the public by providing information personally or directing information requests according to established procedures; sorts, logs, and maintains records and other documents; learns policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Administrative Assistant-Confidential** is the full working level class in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of office and administrative support duties, including organization and coordination of workload, and preparation of reports. Incumbents in this classification may handle documents and information, which are extremely confidential and sensitive in nature. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for administering the City's operations.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the City Manager or a Department Head. May provide technical and functional supervision over lower-level office support staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs a wide variety of routine and complex office and administrative support tasks and duties in support of the City Manager or an assigned department, including organizing and coordinating work, proofreading materials, and developing letters and other correspondences; sets priorities and meets deadlines.
- Assists the public by phone and receives visitors at the counter; listens to and receives complaints; demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; represents the City to all callers and visitors in a professional and customer friendly manner.
- Uses computers to enter, prepare, and proofread drafts, labels, forms, envelopes, and a variety of documents, which will include complex correspondence, agendas, press releases, reports, and memos; prepares and distributes a variety of documents, including the City newsletter; creates logs, databases, and forms; prepares and distributes special notices; assists with bid openings if needed; maintains accurate files and records.

- May assist in the preparation of the agenda for City Council meetings and the distribution of the agenda to City Council members; proofreads the agenda and submitted staff reports for errors.
- May assist in the operations of the City's audio, video, and streaming equipment for broadcasts and recording of City meetings including, but not limited to, City Council and Planning Commission meetings.
- Participates in committees for various annual events; attends meetings and takes minutes as needed; attends special events and takes photographs for posting on the City's website and other materials; participates in clean-up after City events and meetings.
- Attends various meetings in representation of the assigned Department and/or Department Head when requested; serves as point of contact for other county or state agencies in the absence of the City Manager or assigned Department Head.
- Assists in maintaining and updating the City's website including researching necessary information; sorts and distributes incoming mail; assists with employee recruitments as needed.
- Prepares travel arrangements for City Council and staff as needed; sets up appointments and meetings.
- Depending on assignment, may be exposed to privileged and confidential information and materials.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Administrative Assistant-Confidential**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of significant, directly related, and progressive clerical experience, and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California Driver License.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Standard office and administrative policies and procedures as related to assigned staff; records processing and maintenance procedures and systems; preparation of complicated documents; methods and techniques of taking minutes at assigned meetings; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Provide general administrative support; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; maintain accurate office files; compose correspondence or documents; meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; attend evening meetings as required; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, ordinances, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.