



420 Capitola Avenue
Capitola, CA 95010
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EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT – Part-Time
(Art & Cultural Commission Hourly Position up to 45 hours per month)
Salary Range: \$18.27 to \$22.21/Hour

FINAL FILING DATE: WEDNESDAY, NOVEMBER 29, 2006, BY 5:00 P.M.

CURRENT OPENING:

This is an hourly, non-benefited position authorized for up to 45 hours per month to provide administrative/clerical support to the Art & Cultural Commission and act as liaison between the Art & Cultural Commission and the City of Capitola, other local public agencies, and the public.

SELECTION PROCEDURE:

All properly completed applications will be reviewed and the most qualified candidates will be invited to attend an oral board interview. A practical exam may also be given prior to hire.

DEFINITION

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, and providing administrative support to the Art & Cultural Commission.

KNOWLEDGE & ABILITIES

(A) Knowledge of: standard office procedures, practices and equipment; proper grammar, spelling, punctuation and business correspondence format and word processing.

(B) Skill in operating the following tools and equipment: personal computer, calculator, telephone, tape recorder, copy machine, postage machine and fax machine.

(C) Ability to: effectively develop and coordinate office systems; effectively compose correspondence and routine administrative reports; take minutes in open meetings and transcribe them accurately in final form; independently conduct information research and assemble relevant information and data; interpret and apply administrative policies and procedures; learn and follow City Finance Department procedures; establish and maintain effective working relations with city staff and officials, outside agencies and the general public; maintain records, summarize written material and interpret a variety of documents including contracts and ordinances; work independently and use time efficiently; attend evening meetings.

EDUCATION AND EXPERIENCE

Any combination of experience and education that provides the skills, knowledge and abilities shown above is qualifying. A typical way to obtain these requirements would be:

(A) Graduation from high school or GED equivalent, and

(B) Three years of progressively responsible experience in performing secretarial duties and working with the public; or (C) Any equivalent combination of education and experience.

SPECIAL REQUIREMENTS

Possession of a valid California motor vehicle operator's license, or be able to arrange transportation.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES – the following list is not intended to reflect all the duties performed within the job.

- Attend Art & Cultural Commission Meetings.
- Prepare, post and distribute Art & Cultural Commission agendas and packets.
- Prepare Art & Cultural Commission minutes, staff reports, and correspondence.
- Do research and gather information in response to requests from various entities.
- Facilitate financial functions of the Art & Cultural Commission which includes: preparing and submitting check requests and purchase requisitions and communicating with City Finance Department on Art & Cultural Commission finances.
- Help Art & Cultural Commissioners to coordinate various events, particularly the Twilight Concert Series.
- Maintain records (files) for all Art & Cultural Commission business.
- Attend City Council Meetings as needed.
- May be required to deliver materials to Art & Cultural Commissioners or perform other errands as required.

Reasonable Accommodations for the Disabled

If special accommodations are necessary at any stage of the examination process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.

Under federal law, the City of Capitola may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.