CITY OF CERES

ANNOUNCES A CAREER OPPORTUNITY FOR

ADMINISTRATIVE SECRETARY (Confidential)
To Chief of Police
$3,615—$4,394 Monthly

APPLY IMMEDIATELY - LIMITED TO THE FIRST 150 APPLICANTS
OPEN: Wednesday, December 17, 2014
CLOSED: January 12, 2015 (or sooner if a significant applicant pool is achieved)

FIRST EVALUATION OF APPLICATIONS: January 12, 2015
The first 150 applications and the required Typing Certificates and Supplemental Questionnaires received before 5:00 p.m. on Monday, January 12, 2015 will determine a qualified and sufficient applicant pool for the panel interviews.
The City of Ceres is located in the Central San Joaquin Valley, 80 miles south of Sacramento and 95 miles east of San Francisco, in the heart of Stanislaus County. Ceres is in one of the Central Valley's richest and most diverse agricultural areas and is the home of the new $14 million County Agriculture Center. The City enjoys a comfortable climate, with 12 inches of rainfall annually. The average low winter temperature is 38 degrees Fahrenheit, the average high temperature in spring and fall is 85 degrees Fahrenheit, and the average high in the Summer is 90 degrees. The Tuolumne River forms part of the northern boundary.

Ceres is a growing community with a heartfelt commitment to retaining its small neighborhood personality. During the past three decades, Ceres expanded its boundaries and increased significantly in population and is now home to more than 46,000 people. The City's progress and development is continuous and our future is exciting. With new leadership in key positions within the City, there is a renewed commitment to change and improvement in all areas of operations. Ceres is bisected by State Route 99, the major north-south thoroughfare within California’s Great Central Valley. Because of its location along this important transportation artery, the city is home to many large industrial users, including a WinCo Distribution Center, Bronco Winery, and G3 Enterprises, a bottle-labeling division of Gallo Wines.

Many residents cite its proximity to a wide range of outdoor activities as one of the primary reasons to live in Ceres. With its accessible location in Central California, easy weekend or day trips to the Sierra Mountains or the Pacific Coast are common, including visiting San Francisco, Lake Tahoe, Monterey-Carmel and Yosemite National Park. While continuing to grow in size and number, Ceres residents desire the best of the characteristics that represent a “small town”. Citizens, businesses, and nonprofit community groups and organizations jointly support many local activities during the year; the annual Downtown Street Fair each May, summertime Concerts in the Park, Halloween Children’s Fun Festival, and a Christmas Tree Lane venue.

**THE ADMINISTRATIVE SECRETARY (CONFIDENTIAL) POSITION**

The City of Ceres is accepting applications for Administrative Secretary (Confidential). This recruitment will establish an eligibility list, and an Administrative Secretary will be selected by the new Chief of Police (to be determined).

**SUMMARY OF POSITION DESCRIPTION:** Under direction, provides high-level administrative assistance to the department head; performs a full-range of varied complex, sensitive, highly-responsible, and confidential office administrative, secretarial, advanced clerical, and programmatic support functions of a general or specialized nature with only occasional instruction or assistance; exercising judgment and initiative, relieves department head of technical, as well as general administrative details; serves as a liaison with other City departments and staff, outside agencies, and the general public; and may assign and review the work of assigned clerical personnel.

The Police Department has 52 sworn personnel. The men and women of the Patrol Division include six Patrol Sergeants who serve as watch commanders, 24 Patrol Officers, four Canine Officers, and reserve police officers. In terms of specialized units, the department has a gang task force, traffic unit, investigations, auto-theft task force, SWAT, crisis negotiations team, and is part of the Stanislaus County drug enforcement agency.

**Budget:** The total annual police department budget is $10,046,461. The primary revenue sources are the General Fund and Measure H (a voter-enacted 1/2 cent sales tax dedicated to public safety).
EXAMPLES OF ESSENTIAL AND IMPORTANT DUTIES

For a more complete description (including the required knowledge, abilities and physical demands), please visit the City of Ceres web-site at: www.ci.ceres.ca.us (click: Human Resources—Job Descriptions)

REPRESENTATIVE DUTIES OF ADMINISTRATIVE SECRETARY

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a wide variety of varied, complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and programmatic support functions in support of assigned department with only occasional instruction or assistance; relieve department head of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.

2. Plan and organize work activities; recommend improvements in work flow, procedures, and use of equipment and forms; implement improvements as approved; develop and revise office forms and report formats as required; organize and maintain filing systems.

3. Draft and/or type, word process, format, edit, revise, and process a variety of documents and forms including reports, correspondence, memos, agenda items and reports, agreements, ordinances, resolutions, technical and statistical charts and tables, and other specialized and technical materials from rough drafts, dictation, modified standard formats, and brief verbal instructions.

4. Proofread, verify, and review materials, applications, records, and reports for accuracy, completeness, and conformance with established standards, regulations, policies, and procedures; ensure materials, reports, and packets for signature are accurate and complete.

5. Serves as liaison between assigned office and the general public, City staff, and outside groups and agencies; provide general and specialized information and assistance regarding assigned function that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate; explain programs, policies, and activities related to specific program area of assignment; receive and screen office and telephone callers; calendar appointments; respond to complaints and requests for information relating to assigned responsibilities; refer callers and/or complaint to appropriate City staff for further assistance as needed and/or take or recommend actions to resolve the complaint.

6. Develop, revise, and maintain standardized and master documents; compose correspondence, reports and informational materials; assist in designing and producing technical information handouts; copy, disseminate, and post documents and information as appropriate.

7. Participate in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs; participate in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.

8. Maintain accurate and up-to-date files, records, and logs for assigned areas; develop, prepare, and monitor various logs, accounts, and files for current and accurate information including manual and computer logs other specialized or technical documents processed; maintain and process payroll records.

9. Compile, prepare, and enter data into a computer from various sources including accounting, statistical, and related documents; create and maintain computer based tracking information and reports including assigned databases, records, and lists; create standard statistical spreadsheets; input corrections and updates; assist in the compilation of reports.

10. Utilize various computer applications and software packages; develop, enter data, maintain, and generate reports from a database or network system; create and administer mailing lists; design, maintain, and utilize data to develop reports using spreadsheet software; create, format, and revise charts, graphs, flowcharts, worksheets, booklets, brochures, and forms using appropriate software.

11. Assist in assembling and preparing the annual budget for assigned area; monitor expenditures against budget; prepare purchase requisitions and requests for payment.

12. Attend to a variety of office administrative details such as ordering supplies, arranging for equipment repair, transmitting information, and keeping reference materials up to date; organize and maintain office and specialized files in accordance with the City's records management program.

13. Maintain calendar of activities, meetings, and various events for assigned staff; coordinate activities and meetings with other City departments, the public, and outside agencies; coordinate and arrange special events as assigned; schedule meetings; coordinate arrangements and set up meeting rooms; notify participants; prepare and/or assemble meeting materials.

14. Coordinate, make, process, and confirm staff travel arrangements; arrange for transportation and accommodations for travel, check and process expense claims.

15. Prepare special reports and perform special projects that may require researching, gathering, and organizing information from a variety of sources.

16. Serve as secretary at meetings of City boards and committees as assigned; arrange and coordinate meetings for boards, commissions, and outside agencies; assist in preparing and distributing agenda packets and correspondence; attend meetings and take, transcribe, and assure proper distribution of minutes and verbatim transcripts.

17. Maintain departmental personnel files as assigned; prepare and type personnel documents; enter timesheet information in the City's payroll system; distribute timesheets.

18. Process mail including receiving, sorting, time-stamping, logging, and distributing incoming and outgoing correspondence and packages.

19. Provide lead supervision and direction to assigned clerical and office support staff; prepare work schedules; provide work assignments, instruction, and training; provide information and feedback to appropriate supervisory staff regarding performance of assigned staff.

20. Perform related duties as required.
MINIMUM QUALIFICATIONS REQUIRED TO QUALIFY

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**
Equivalent to the completion of the twelfth grade. Supplemental specialized or college level course work in business administration, office management, secretarial science, or a related field is highly desirable.

**Experience:**
Three (3) years of increasingly responsible administrative and secretarial experience involving frequent public contact.

SALARY & BENEFITS

**SALARY:** $3,615—$4,394 Monthly

**MOU:** Benefits and compensation for this position are administered under the **First-Line Supervisors/Confidential Bargaining Group**. (For a complete MOU, go to: [www.ci.ceres.ca.us](http://www.ci.ceres.ca.us) (Click: Human Resources)

**BENEFITS** include employee and dependent health, dental and vision care plans through a qualified Section 125 “Cafeteria” plan for the purchase of health and welfare benefits. The employer contribution for the plan is $1218.00 per month. The City offers Kaiser HMO and Anthem/Blue Cross HMO or PPO medical insurance, VSP vision, and Stanislaus Foundation dental. In the event that an employee does not utilize the full dollar allowance per month for benefits, 90% of the cash allowance will be paid in 24-bi-weekly taxable payments, issued with regular payroll. The City also provides an employee assistance program. The City offers two voluntary 457 Deferred Comp plans: Nationwide & ICMA. Voluntary Life and AD&D including pre-tax/taxed options for Long-Term Disability Insurance, and Accidental Death & Dismemberment.

**Annual Paid Leave:** Vacation beginning at 10 days after the first year of employment (increasing with years of service), 12 days sick leave, and 12 paid holidays.

**Life Insurance:** This position includes a city-paid group life insurance policy equal to one-time annual base salary, not to exceed $50,000 policy value.

**RETIREMENT:** The City requires employee membership in the Stanislaus County Employees’ Retirement Association (StanCERA), as governed by County Employees’ Retirement Law of 1937 and Public Employees’ Pension Reform Act (PEPRA). “**Classic members**” (currently or within the last six (6) months a member of StanCERA or subject to reciprocity with another eligible retirement plan) are enrolled in the City’s 2% @ 55 plan; final compensation at retirement is based on the single highest year. Non-classic or “**new members**” are enrolled in the 2% @ 62 plan, and employees are required to pay 50% of the normal contribution rate as prescribed by PEPRA, currently 7.7%, on a pre-tax basis; final compensation at retirement is based on the average of the three highest years. The City also participates in Social Security, which has a mandatory 7.65% contribution for Social Security and Medicare.
Please note that City Hall (and Human Resources) will be closed between December 24, 2014 to January 4, 2015, and will not be available for questions during that timeframe.

Candidates who meet the employment requirements of this position and are seeking a dynamic and challenging opportunity in City government, may visit the www.calopps.org to apply.

**APPLICATION REQUIREMENTS:** Applications must be submitted through www.calopps.org and you must complete the SUPPLEMENTAL QUESTIONS and TYPING CERTIFICATE to be considered. Incomplete applications will not be accepted. Please do NOT write, "see resume."

**TYPING CERTIFICATE REQUIREMENT:** You must submit a 5-minute timed typing certificate (obtained within the past year) at the time of application. Please print, scan and UPLOAD it as an attachment (in a .pdf format) to your job application. Typing certificates can be obtained from Alliance Worknet (ref: www.alliancworknet.com), from a Temp Agency, or online (Google: online typing test).

(Note: You can only upload one .pdf document to your application—if you wish to ALSO upload your RESUME, you will need to scan it with your Typing Certificate and submit as one document.)

---

**APPLICATION AND EXAMINATION**

Only the first 150 qualified applicants will be considered. We recommend that you apply ASAP.

The deadline to apply is: **MONDAY, January 12, 2015**; however, the recruitment may close sooner, depending on the number of applications received.

---

**ADDITIONAL INFORMATION**

**SELECTION PROCESS:** The qualifications, supplemental questionnaires, and typing certificates of each applicant will be screened. A limited number of qualified applicants, possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which is the oral interview. Note: Meeting the minimum qualifications does not guarantee advancement in the selection process. Interviews are anticipated to be scheduled in late-January 2015.

**HIRING PROCESS:** FINGERPRINTING & BACKGROUND: Must pass City-paid, post-offer fingerprint scan which is required before hire. A background investigation, employment and reference checks will be conducted. MEDICAL EXAM: Must pass City-paid, post-offer employment fitness medical and/or physical assessment exam and drug screen. At the time of hire, City employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986.

**ACCOMMODATIONS:** The City of Ceres will provide reasonable accommodations to qualified individuals with disabilities who are applicants or employees. If you need an accommodation for the interview, please contact the Human Resources Department at the number listed above.

The City of Ceres is an Equal Opportunity Employer.

**CITY OF CERES, 2720 SECOND STREET, CERES, CA 95307**

If you have any questions, please contact Amy Mitchell, Human Resources Analyst at 209-538-5772. (NOTE: City Hall /Human Resources will be closed 12/24/14 through 1/4/15 and unable to take phone calls.)

**ANNOUNCEMENT DATE:** Wednesday, December 17, 2014