



Town of Windsor

The Town of Windsor is a family-oriented community with an exceptional quality of life. The Town of Windsor offers a wide variety of services and recreational opportunities, well-planned business areas, and a historical downtown.

Organizational Vision & Values

Vision

- We are innovative and committed to excellent service.
- We foster an environment of positive energy, fairness and trust.
- Each employee contributes to the success of Windsor's quality of life.

Values

Accountability: We take responsibility and ownership of our actions and are dependable.

Communication: We share information and are open, clear and considerate.

Integrity: We conduct ourselves honestly, honorably, and in the best interests of the Town.

Professionalism: We are respectful, courteous, use good judgment and adhere to high standards of conduct.

Teamwork & Collaboration: We work together cooperatively on common goals and value individual contributions.



Senior Administrative Assistant Community Development Department/ Town Manager's Office

\$26.63-\$33.25/hour

Final Filing Date: Thursday, April 27, 2017 at 6 pm

Applications received after this date will not be accepted.

The Town of Windsor is on a 4/10, Monday through Thursday schedule.

Human Resources Division
9291 Old Redwood Highway
Post Office Box 100
Windsor, CA 95492-0100
(707) 838-5981 Fax
(707) 838-5362 for Human Resources

THE TOWN

The award winning Town of Windsor is located in Sonoma County and offers the highly acclaimed wine country experience, along with economic opportunity, temperate weather, safe and well-maintained streets and parks and a beautiful location. The Town has a population of 27,000 and is situated 63 miles north of San Francisco, 20 miles east of the Pacific Ocean, and 8 miles northwest of the County Seat in Santa Rosa. Incorporated as a common law city in July 1992, Windsor provides a modern, relaxed lifestyle with a growing retail and industrial center for the North County. The Town is currently on a 4/10 work schedule from Monday through Thursday and is closed on Friday, allowing employees more time to enjoy a work-life balance.

ABOUT THE POSITION

The Senior Administrative Assistant is an advanced journey-level class in the administrative assistant series. This position provides information externally and internally regarding Town and departmental policies and/or procedures, performs varied technical and non-technical support work, such as service coordination, word processing, data entry, report preparation, records management, and work order processing. Will also perform a variety of specialized administrative support duties for the department in which they are assigned. **There is one (1) vacancy in the Community Development Department and one (1) vacancy in the Town Manager's Office. An eligibility list will be created from this recruitment and will be in effect for six months.**

EXAMPLES OF RESPONSIBILITIES AND DUTIES*

Assignments to this position may include some or all of the following:

- Prepare, copy, post and distribute meeting agendas and related materials, minutes, resolutions and other formal documents.
- Proofread, verify and review documents, marketing materials, applications, records, agenda reports, agreements and packets for accuracy and completeness.
- Screen calls, visitors and mail. Respond to complaints and requests for information, assist in interpreting and applying regulations, policies, procedures, systems, rules, direct callers to appropriate Town staff, assist public at front counter on occasion.
- Gather, assemble, update, distribute and file a variety of information, forms, records and data as requested, including updating the website, preparing press releases, flyers, letters, commentaries, speeches and routine correspondence and other marketing related material.
- Compose, type, transcribe, research and format a wide variety of correspondence.
- Prepare purchase orders/requisitions and requests for payment, and prepare and track professional service agreements, contracts and insurance.
- Collect, compile and analyze information from various sources.
- Coordinate and schedule meetings, appointments, and speaking engagements for departmental personnel, appointed boards and commissions. Arrange for meeting rooms and will attend meetings after hours, twice per month and take meeting minutes.
- Serve as a liaison, through a variety of mediums, between key department personnel and other Town departments, non-profits, civic groups, sponsors, donors, partners, contractors and the general public.
- Attend meetings, conferences, workshops and training sessions and reviews publications and materials to remain current on principles, practices and new developments in assigned work area.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected Town Council and appointed boards and commissions.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter/report writing with standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business arithmetic and basic statistical techniques.
- Basic principles of record keeping and cash handling.
- Computer applications related to the work, including word processing, web design, database, marketing material design and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and Town staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and Town staff, in person and over the telephone.

Ability to:

- Identify and implement effective course of action to complete assigned work.
- Perform responsible administrative and secretarial support work with accuracy, speed and minimal supervision.

Ability to (cont.):

- Understand the organization and operation of the Town and of outside agencies, civic groups, sponsors, donors, partners and non-profits as necessary to assume assigned responsibilities.
 - Provide varied, confidential and responsible secretarial and office administrative work requiring the use of independent judgment, tact and discretion.
 - Prepare and design promotional material for department programs, events and services.
 - Learn, interpret and apply administrative and departmental policies and procedures.
 - Respond to and effectively prioritize multiple phone calls, walk-up traffic and other requests and interruptions.
 - Compose correspondence and reports independently or from brief instructions.
 - Organize, maintain and update office database and records systems.
 - Make accurate arithmetic, financial and statistical computations.
 - Enter and retrieve data from a computer with sufficient speed and accuracy.
 - Take notes rapidly and accurately, transcribe own notes.
 - Organize own work, coordinate projects, set priorities, meet critical time deadlines and follow-up on assignments with a minimum of direction.
 - Operate modern office equipment including computer equipment and software programs.
 - Use English effectively to communicate in person, over the telephone and in writing.
 - Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
 - Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- * For a complete list of duties and qualifications, please click [here](#) to view the job description.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework and/or technical training in secretarial science and/or office administrative support and relevant computer software applications programs, and three (3) years of varied administrative support experience preferably involving public contact. A two year degree in office administration or a related field is desirable.

License and Certificate:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

APPLICATION PROCEDURE

A completed Town of Windsor application and supplemental questionnaire are required. Resumes will not be accepted without an application. Application materials will be accepted by the Town of Windsor Human Resources Division until Thursday, April 27, 2017 at 6:00 p.m. Closing date postmarks will not be accepted. To apply online visit our website at www.townofwindsor.com. You can request application materials in person at Town of Windsor Civic Center 9291 Old Redwood Highway, Windsor, CA 95492 Monday through Thursday, 7 am to 6 pm. For questions, contact Human Resources at (707) 838-5362.

THE SELECTION PROCESS

Applications will be screened and those considered best qualified will be invited to appear for a practical exam, an oral interview or both. Meeting the announced requirements does not guarantee inclusion in the selection process. The Town of Windsor Human Resources Division will make reasonable efforts in the examination process to accommodate qualified disabled applicants. Individuals with disabilities who would like to request an accommodation in the testing process must inform the Human Resources Division in writing by the final filing date.

COMPENSATION AND BENEFITS

- 13 paid holidays and 80 to 160 vacation hours per year
- Medical, dental and vision insurance, and employee assistance program, \$350 monthly payment in lieu of medical coverage
- 120 hours of sick leave accrued per year
- Annual \$600 wellness benefit for gym membership, weight loss program, or exercise/fitness classes
- \$100,000 life insurance and long-term disability insurance
- Optional participation in deferred compensation plans and Flexible Benefit Program
- CalPERS Retirement: Per the Public Employees' Pension Reform Act, effective 01/01/13 new CalPERS members will receive the 2%@62 retirement formula. Employees under the new formula contribute 6.25% to their CalPERS employee share. Employees that have worked for a PERS (or reciprocal) agency within the last six months will receive the 2%@55 retirement formula. Employees under this formula contribute 3% to their CalPERS employee share. The Town does not participate in Social Security.
- Educational Development Allowance
- Bilingual Spanish pay incentive
- Complete benefit information is contained in the Teamsters Local No. 856 MOU agreement on the Town of Windsor website by clicking [here](#).

EMPLOYMENT INFORMATION

- Union Membership: This position is represented by Teamsters under an agency shop agreement. There is an initiation fee for joining the Union and subsequent monthly dues, which are set by the Union.
- Employment offers are normally made following reference and background checks and are always contingent upon fingerprint clearance and successful completion of a pre-employment physical examination given by a Town-designated physician.
- Employment is contingent upon verification of identity and legal right to work in the United States as required by the Immigration Reform and Control Act (IRCA). Information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change. All appointments are subject to the Town Manager's approval.

The Town of Windsor is an Equal Opportunity Employer