

EXECUTIVE ASSISTANT. \$19.39 - \$24.74/hour. (Compressed work schedule Monday - Thursday): The City of Atwater is recruiting for an Executive Assistant in the Public Works Department. Under general direction, to coordinate and perform a wide variety of professional level administrative support work for a major City work unit, board, committee, or commission; to perform office management responsibilities; to provide support for management and/or administrative staff; to perform difficult and specialized office support, information gathering, information preparation, and public relations assignments; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt. Bargaining Group: Clerical Unit.

Minimum qualifications include but are not limited to: modern office methods and procedures, fiscal record keeping methods and procedures, and personal computers and software applications related to administrative support work. Type at a speed of not less than 60 words a minute. Equivalent to graduation from high school. Four (4) years of increasingly responsible work experience performing a variety of highly responsible office and administrative support work including substantial experience in a position requiring frequent public/customer contact. Experience in a public agency is highly desirable. Possession of a valid California driver's license. Please refer to job description for complete listing of minimum qualifications located on the City's website.

Upon issuance of a conditional job offer, qualifying candidates are required to successfully complete and pass a criminal record background clearance, credit check, medical examination, and drug screen.

Applications may be obtained on the City's website <http://www.atwater.org> or picked up at City Hall and must be submitted directly to the City Clerk/Human Resources Department, 750 Bellevue Road, Atwater, CA. Final filing date: **5:00 PM, Thursday, June 1, 2017.** EEO/AA; TDD 711