

City of Portola

Full-time Administrative Clerk

Compensation: \$19.43 to \$23.62 per hour, plus an excellent benefit package

Under administrative direction, performs a variety of highly responsible work for the City Manager's office and other City Departments. Job duties will be related to: customer service, front counter (interaction with the public, cashiering, and clerical duties), preparing City Council agendas, agenda reports, and associated documents as needed, maintaining files, coordinating with community groups and businesses, assisting with human resources. Implements the City's records management program; performs related duties as assigned. Provides backup support to the City Manager, City Council, Planning Commission and other office administrative staff, performs related work as required. The ideal candidate will be a team player but also have the ability to work independently. The ability to work with fellow employees and the public is essential.

Experience and Education: A minimum of two years of related experience is required; governmental experience is preferred. A Bachelor's Degree in Public Administration or related field is highly desirable. Possession of or ability to obtain a valid Class C California Driver's License is required.

For a complete job description and application visit www.ci.portola.ca.us. To apply email your resume, completed handwritten City of Portola job application and cover letter to l.chrysler@ci.portola.ca.us or deliver to City Hall at 35 Third Avenue, Portola. Incomplete packages will not be considered. If you have any questions or need further information please email the address above. Position opened until filled, first round of application will be reviewed by September 6, 2019.