



CITY OF RICHLAND
invites applications for the position of:

Administrative Assistant - City Manager's Office

SALARY: \$24.42 - \$36.64 Hourly

OPENING DATE: 11/22/17

CLOSING DATE: Continuous

GENERAL SUMMARY:

Targeted Hiring Range: \$24.42 to \$30.53 per hour DOQ

Under the direction of the Assistant City Manager, performs a variety of complex executive assistant duties requiring thorough knowledge of the department, its procedures, and operational details to ensure smooth, timely and efficient office operations; requires the use of confidentiality, discretion, and independence of action; relieves the City Manager's Office of technical and administrative duties, which may have City-wide and department-wide impact; possess the ability to maintain a realistic balance among multiple priorities; provides assistance for a wide variety of assignments related to administration of budgets, contracts, research projects, and department programs.

Click on the following link to view the complete job description, including essential functions and working conditions:

<https://agency.governmentjobs.com/richlandwa/default.cfm?action=specbulletin&ClassSpecID=1212648&headerfooter=0>

MINIMUM QUALIFICATIONS:

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent, supplemented by two (2) years of college-level course work in business administration, office management, secretarial training or related field;
- Five (5) years of increasingly responsible executive or administrative office support experience, including, at least two (2) years in a lead executive level or administrative office support position;
- Proficiency in Microsoft Office Suite, Adobe Acrobat Professional, and familiarity with web content management systems;
- Ability to type 60 wpm with accuracy.
- Or an equivalent combination of education and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license upon hire date.

DESIRABLE QUALIFICATIONS:

- Bachelor's degree in Business Administration or other related field.
- Local government or other public sector experience.
- Direct experience working with elected officials.
- Experience working with voluntary boards, commissions or committees.

SUPPLEMENTAL INFORMATION:

Although this job posting is open until filled, priority consideration will be given to those applicants that apply before 11:59 p.m. on December 10, 2017.

Selection will be based upon qualifications, skills testing and panel interview process. Those selected to move forward should be available for skills testing the week of December 11th and interviews the week of December 18th.

The individual selected for this position will be required to pass a comprehensive background check commensurate to the position.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ci.richland.wa.us>

505 Swift Blvd
Human Resources / MS-12
Richland, WA 99352
(509) 942-7392

richlandhr@ci.richland.wa.us

Position #2017-00120
ADMINISTRATIVE ASSISTANT - CITY MANAGER'S OFFICE
LP

Administrative Assistant - City Manager's Office Supplemental Questionnaire

- * 1. Which best describes your highest level of education?
- High School Diploma/GED
 - College-level course work in business administration, office management, secretarial training or related field.
 - Associate's degree business administration, office management, secretarial training or related field.
 - Bachelor's degree in business administration or closely related field.
 - Master's degree in business administration or closely related field.
- * 2. How many years of increasingly responsible executive or administrative office support experience

do you have?

- I do not have any experience.
- I have less than 5 years of experience.
- I have 5-7 years of experience.
- I have more than 7 years of experience.

- * 3. Which best describes your experience in a lead executive level or administrative office support position?
 - I have no experience in a lead role.
 - I have some experience in a lead role, but less than 2 years.
 - I have at least 2 years of experience in a lead role.
 - I have 3 years or more years of experience in a lead role.
- * 4. Which best describes your keyboarding skills (ability to type wpm with accuracy).
 - No experience
 - I can type up to 39 wpm with accuracy
 - I can type between 40 and 49 wpm with accuracy
 - I can type 50 to 59 wpm with accuracy
 - I can type 60 wpm or greater with accuracy
- * 5. Which best describes your proficiency level working in Microsoft Office Suite?
 - No experience
 - Beginner
 - Intermediate
 - Advanced
- * 6. Which best describes your proficiency level using Adobe Acrobat Professional?
 - No experience
 - Beginning
 - Intermediate
 - Advanced
- * 7. Which best describes your familiarity with web content management systems?
 - I have no experience working with web content management systems.
 - I have limited experience working with web content management systems.
 - I have intermediate skills working with web content management systems.
 - I have advanced skills working with web content management systems.
- * 8. Which best describes your experience working in local government or other public sector employers?
 - I do not have any experience.
 - I have some less than 5 years of experience.
 - I have 5-7 years of experience.
 - I have more than 7 years of experience.
- * 9. Which best describes your direct experience working with elected officials?

- I have no experience working with elected officials.
 - I have some experience working with elected officials but less than 2 years.
 - I have at least 2 years of experience working with elected officials.
 - I have 3 years or more experience working with elected officials.
- * 10. Which best describes your experience working with voluntary boards, commissions or committees?
- I do not have any experience.
 - I have some experience but less than 2 years.
 - I have 2-3 years of experience.
 - I have 3-5 years of experience.
 - I have 5 or more years of experience.
- * 11. Do you have a valid driver's license?
- No
 - No, but I can have a valid driver's license upon hire date.
 - Yes
- * Required Question