



Invites your interest for the position of:

ADMINISTRATIVE SPECIALIST I

Salary: \$2,727.13- \$3,656.79 monthly + Excellent Benefit Package

Application Deadline - Monday, July 15, 2019

RECRUITMENT INFORMATION

This recruitment is being held to establish an eligibility list from which the current vacancies as well as future vacancies in multiple departments may be filled.

THE POSITION

Under general supervision, the Administrative Specialist I performs a variety of customer service, general and advanced clerical work within a framework of established procedures with occasional instruction or assistance, including dealing with the public in a variety of situations requiring diplomacy and tact, both in person and on the phone; performs other duties as may be assigned. *City Hall is open Monday - Thursday with office hours from 7:00 a.m. to 5:30 p.m.*

QUALIFICATIONS :

A combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.

Education: High School Diploma or G.E.D certificate is required

Highly desirable: Office Assistant Certificate or comparable/related certificate; Possession of an associate's degree in related field

Experience: Equivalent of 1 year full time paid work experience in related field is required.

Skill in: The operation of a variety of office equipment including copy/fax/ phone/printer machine; Possess strong computer skills including working knowledge of Microsoft office suite; Customer service

Ability to: Choose among alternatives and solve problems; Explain and apply policies and procedures; Work effectively in the absence of supervision; Understand and follow verbal and written direction

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

APPLICATION PROCESS

- A completed City application, must be received in Administration by 5:30 p.m. on Monday, July 15, 2019. A resume may be included; postmarks are not accepted.
- Please visit the City website to download a City Application Form.
- www.LomaLinda-CA.gov
- A completed City Application Form and resume may be submitted electronically or by mail to the address/email listed below.

**Attn: Human Resources
Civic Center
25541 Barton Road
Loma Linda, CA 92354**

- LMendoza@lomalinda-ca.gov

EXAMINATION PROCESS

- Application packages will be evaluated by the City and those candidates whose qualifications *best* meet the City's needs will be invited to continue in the selection process.

The process may include:

- Skills assessment; Oral panel interview; Medical Examination; Drug Screen; Background check; Live Scan
- New hires are required to show proof of legal residence entitling them to work in the United States
- Reasonable efforts will be made to accommodate persons with disabilities. Please advise the Personnel Office of any special needs in advance of the examination by calling (909) 799-2814.

EQUAL OPPORTUNITY EMPLOYER

About the City



Loma Linda is a balanced blend of quality residential, industrial, and commercial developments. Residents enjoy the range of amenities for which Southern California is famous. The community offers gracious living with hillside homes that provide a panoramic view of the valleys and mountains. Loma Linda is freeway close to beaches, mountains, ski and desert resorts. There are several colleges and universities within commuting distance of the City. Loma Linda is also the home of the world-renowned Loma Linda University Medical Center. Located in the Redlands/San Bernardino area, 60 miles east of Los Angeles, Loma Linda has a population of 24,000 and encompasses 7.8 square miles. The Civic Center houses City offices, the Chamber of Commerce and the San Bernardino County Branch Library.

Employee Benefits

Retirement benefits provided through the Public Employees' Retirement System 2% @ 55, single highest year, for existing (Classic) CalPERS members; 2% @ 62, highest consecutive 3 years for new CalPERS members (pursuant to pension reform legislation); with the employee paying the member contribution.

Holidays - twelve days per year.

Paid Leave Program provides a combination of flexible sick leave and vacation benefits.

Deferred Compensation Plan is coordinated with the cafeteria-style insurance reimbursement plan.

Medical, Dental and Optical Insurance - \$1,700 cafeteria-style plan provided for employee and dependent insurances.

Flexible Benefits Program allows an employee to set aside pre-tax dollars for eligible dependent care expenses and qualified medical expenses.

Life Insurance coverage is provided by the City in an amount equal to an employee's annual salary. Additional voluntary life insurance is available.

Long Term Disability provided at no cost to the employee.

Uniform Allowance – for positions required to wear uniform.

4/10 Work Schedule - 7 am - 5:30 pm, Monday - Thursday

Tuition Reimbursement– up to \$2,000/FY on approved programs

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.