



The City of Citrus Heights is accepting applications to develop an employment list for the citywide classification of Program Assistant. The current opening is a full-time position in the **Police Department** but the list may be utilized to fill any Program Assistant position in the City for the duration of the list.

The normal work schedule is Monday through Friday, 8am – 5pm. This position will perform a variety of specialized and responsible administrative, clerical and coordination duties in support of city-wide events, functions and/or programs; to keep multiple tasks on schedule; to use tact and judgment, and preserve confidentiality of sensitive information; and to perform a variety of administrative tasks relative to assigned area of responsibility.

Employees within this class are distinguished by the performance of the full range of duties assigned and may provide technical or functional supervision over office support personnel, volunteers, and/or part-time personnel. Employees in this classification receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

ABOUT THE POSITION

Perform a variety of specialized, responsible administrative and clerical duties in support of city-wide functions, events, and/or programs; represent the City as a point of contact to outside agencies and the public; market and communicate program parameters; make decisions regarding the qualifications of involved parties; coordinate and implement administrative actions at the event or program within the best interests of the City; assume overall administrative responsibilities for an assigned program, including maintaining appropriate records, assisting with the coordination of program related events, preparing necessary reports, and serving as an overall information source for assigned program and related activities.

The ideal candidates will possess knowledge of the following:

- Principles and practices of administrative area to which assigned.
- Modern office methods, procedures, computer equipment and computer software.
- English usage, spelling, grammar and punctuation.
- Principles of records management.
- Principles of budget monitoring.
- Techniques and principles of effective interpersonal communication.
- Principles and methods of business letter and report writing.
- Pertinent local, State and Federal laws, codes, ordinances, City functions, policies, rules and regulations.
- Research methods and techniques.
- Time management techniques.

MINIMUM QUALIFICATIONS:

EDUCATION:

Equivalent to the completion of the twelfth grade supplemented by college course work in business, accounting or a related field.

EXPERIENCE:

Two years of increasingly responsible experience in clerical and/or customer support similar to an Office Assistant with the City of Citrus Heights.

LICENSE OR CERTIFICATE:

Possession of a valid California Driver's License and proof of automobile liability insurance as required by the position.

BENEFITS:

The hiring salary may be set anywhere within the salary range, based on a candidate's experience. The City offers first class benefits, including: CalPERS retirement (employee pays full member contribution), 136 hours of Annual Leave (to be used for vacation or sick time); 40 hours of Long Term Medical Leave; a substantial monthly City contribution toward health insurance, and if qualifying alternative health care coverage is demonstrated, a \$600/month cash-out may be added to salary or deferred compensation; and fully paid family dental, family vision, life, and long-term disability insurance. The City does not participate in Social Security but does participate in Medicare and State Disability Insurance (SDI).

PHYSICAL/SENSORY REQUIREMENTS:

On a continuous basis, sit at desk and/or stand at counter for long periods of times. Intermittently bend, squat, climb, kneel, twist and reach for office equipment while setting up for meetings or events, while monitoring events, and/or while setting up for events or meetings; use simple grasping and fine manipulations; write and use keyboard to communicate through written means; runs errands; lift or carry weight of 25 pounds or less.

PROGRAM ASSISTANT Full-time with benefits

\$19.4145 - \$24.9281 per hour

Opens April 8, 2021; closes once 100 applications
are received or April 23, 2021 at 5:00 p.m.
whichever comes first.

Application Process

To be considered for this position, you must submit a completed, official Employment Application and responses to a Supplemental Questionnaire. If you do not complete and submit all required information, your application may be disqualified from further consideration. You are encouraged to submit a resume and cover letter in addition to the required materials, but these may not be substituted for the required materials.

- **ON-LINE APPLICATION:** You may apply on-line by visiting www.CalOpps.org to complete the City Employment Application and Supplemental Questionnaire. A cover letter and resume may be included as part of the on-line Employment Application under the heading "Additional Experience."
- **HARD COPY APPLICATION:** You may obtain a hard copy Employment Application and Supplemental Questionnaire by visiting <http://jobs.citrusheights.net> and downloading these materials, or you may request these materials by calling the City's Human Resources line at (916) 727- 4731 or calling the TTY/TDD California Relay Service at 7-1-1. Submit hard copy application materials to: City of Citrus Heights/Human Resources, Attention: Program Assistant Recruitment, 6360 Fountain Square Drive, Citrus Heights, CA 95621.
No postmarked, faxed, or e-mailed materials will be accepted.

Selection Process

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Only the most qualified applicants as determined by the City may be invited to the next step(s) of the process. Those candidates whose experience and training most closely match the City's needs may be invited to participate in a first interview and potentially a second interview. The finalist(s) identified at the departmental interview may be subject to a thorough background and reference check process, including a Live Scan fingerprint criminal history check. The finalist must also pass a medical examination (including drug test) conducted by a City-appointed physician.

Method of Communication

- Primary communication regarding your status relative to this recruitment will be by e-mail; applicants are solely responsible for monitoring their e-mail communication messages and systems.
- Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

Additional Information

You may obtain additional information about this recruitment at <http://jobs.citrusheights.net>, or email hr@citrusheights.net, or call Human Resources at (916) 727- 4731 or TTY/TDD California Relay Service at 7-1-1.

ALL INTERESTED APPLICANTS – PLEASE READ THE FOLLOWING INFORMATION

This listing is solely for the purpose of announcing job opportunities and does not constitute a contract, expressed or implied; provisions contained herein may be modified or revised without notice.

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.