



The City of Morro Bay is recruiting for
***Executive Assistant/
Deputy City Clerk***
\$57,613-70,029/yr
(plus an excellent benefit package)

ABOUT THE CITY

Incorporated in 1964, Morro Bay is a full service, general law City located on California's Central Coast, halfway between San Francisco and Los Angeles on Scenic Highway 1. With population of 10,000, the City operates under the City Council/Manager form of government. Morro Bay is blessed with a temperate year-round climate, which makes it an ideal location for a variety of recreational activities. The atmosphere offers residents the peaceful tranquility of a coastal fishing village within close proximity to metropolitan areas.

ABOUT THE DEPARTMENT

The Morro Bay Administration Department stands behind the City's motto "Rock Solid Commitment" in its efforts to honor its obligations and responsibility to provide prompt, professional and courteous service to the public; they take pride in maintaining the highest standards in service.

ABOUT THE POSITION

This recruitment is to fill one vacancy. The position performs a variety of assignments related to projects that require experience in government administration, as well as ability to effectively interact with the general public; handle confidential materials and complex citizen and employee relations; provides administrative support for the City Clerk, City Manager and the City Council; serves as Deputy City Clerk; maintains official City records; participates in planning and coordinating the operation of the administrative support functions; serves as a liaison with City departments, staff, outside agencies and the general public; attends meetings and prepares reports; and performs related work as required.

Mission Statement

The City of Morro Bay provides essential public services and infrastructure to maintain a safe, clean and healthy place for residents and visitors to live, work and play.

DESIRABLE QUALIFICATIONS

Knowledge of: Basic organization and function of public agencies, including the role of an elected City Council and appointed boards, commissions and committees; Clerk functions and statutory obligations of an Elected City Council including the Ralph M. Brown Act, the Maddy Act, the Political Reform Act and the California Elections Code; principles and practices of records management, including retention and destruction policies; standard office practices and procedures, including business correspondence and report formatting; computer applications related to work including Microsoft Office, Adobe, and website applications; proper English usage, spelling, grammar and punctuation; and techniques for providing a high level of customer service to the public, the community and City staff, both orally and in writing.

Ability to: Perform varied complex, responsible, and often confidential administrative work; use tact, initiative and sound independent judgment within established policy and procedural guidelines; organize own work, set priorities, work independently without close supervision, meet critical meeting deadlines and balance multiple objectives; demonstrate superior interpersonal and communication skills that thrive in a fast-paced work environment; effectively compose correspondence and routine administrative reports; and work cooperatively with all City departments and the City Council.

Special Requirement: Valid California Driver's License; High School diploma or G.E.D with two years of college level course work in public administration, business administration or related field.

and

Two years of responsible administrative and/or clerical experience involving frequent public contact, records management, legal assistant, and/or Council/Board support functions.

or

An equivalent combination of education and experience. In addition to the above, the following are highly desirable: Two years of increasingly responsible experience involving records management, legal assistant, and/or Council/Board support functions.

A Certified Municipal Clerk (CMC) designation is highly desirable.

Possession of a Notary Public certification is preferred.

BENEFITS

Retirement: *New Member* PERS 3rd Tier-2% @ 62(PEPRA) average highest 36 consecutive months; employee pays 50% of member's contribution; sick leave credit.

PERS 2nd Tier: *Classic Member* 2% @ 60; 7% member's contribution is paid by employee, average highest 36 months: sick leave credit.

Insurance: The City has a cafeteria-style health benefits program through PERS with a contribution of up to \$1,460/family; dental, life and vision programs are also offered with a maximum contribution of \$171.55/family; and \$50,000 Life Insurance.

Conditions of Employment: Employees in this classification are in the Confidential Unit.

Optional Benefits: Employees may pursue participation in the City's membership in available Short Term Disability Programs, Deferred Compensation Plans and Credit Unions.

APPLICATION PROCESS

Applications may be obtained at the City of Morro Bay Human Resources Department, 595 Harbor St., Morro Bay, CA 93442, e-mail your request to lgoforth@morrobayca.gov or through the City's website at www.morrobayca.gov. A City job application MUST be filled out COMPLETELY and submitted to the above address. A resume will NOT be accepted in lieu of filing a City application but may be attached as additional information

SELECTION PROCESS

All applications received will be reviewed for completeness and job-related qualifications. Those candidates possessing the most desirable qualifications will be invited to participate in the selection process. The successful candidate must pass the City's background check.

FINAL FILING DATE:

Friday, April 5, 2019

AN EQUAL OPPORTUNITY EMPLOYER