

WEST HOLLYWOOD

The Creative City



Administrative Specialist IV - (City Clerk Division)

\$5,110 - \$6,529 monthly - Plus Excellent Benefits!

Are you a person that makes things happen? Do you have a passion for working with people?

If so, you are invited to work for a cutting edge government who is dedicated to serving the needs of the community and committed to creating the highest level of openness in government. The City of West Hollywood's award winning City Clerk's Division provides creative and service-oriented solutions, while providing information and services in an open, timely and user-friendly fashion. As an **essential** part of a dynamic team, this **lead** position's primary responsibility is to perform and manage complex administrative functions in support of the City Clerk's Division. Strong administrative skills, ability to multi-task and attention to detail are imperative to this position.

The Ideal Candidate

Will be an experienced executive-level support professional who is knowledgeable about office administration and secretarial practices and procedures; is very dependable and has an exceptional work ethic; illustrates the ability to carry-out responsibilities with diligence, organization and timeliness; has excellent written and verbal communication skills; possesses experience handling sensitive and confidential material with discretion; and is passionate about consistently providing high-levels of exceptional customer service.

Primary Responsibilities of the Position:

- Agenda packet preparation.
- Communicate City Clerk policies and procedures to internal and external customers.
- Prepares public notices and hearings.
- Assists with City wide elections.
- Maintains ordinance and resolution logs.
- Composes correspondences and statistical reports in accordance with standard policies.
- Arranges appointments, schedules meetings and processes routine and non-routine matters independently.
- Reports administrative and/or operational problems to City Clerk.

Experience challenging yet highly rewarding work in a fun and very supportive work environment !!

Requirements

- The candidate must have a high diploma or GED; Associates degree in related field is preferred; and, four to five years of progressively responsible related experience; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- License and/or certification in Notary Public (desirable).

Applications are due **September 18, 2015 by 5pm.**

Applicants must submit a City job application. To apply and view detailed job information please visit www.weho.org/jobs .AA/EOE.

* Please note testing will be required for this position *

If you have questions or need special accommodations with the recruitment process, please contact Jasmine White at (323) 848-6318 or jwhite@weho.org.