



Administrative Specialist II

Community Development Department
\$4,533— \$5,792 Monthly

The Opportunity: Performs administrative and clerical functions of routine difficulty in support of office/department staff, including: heavy data entry; setting up files and maintaining same; processing mail; composing and sending letters to customers/clients; typing contracts, reports, purchase orders, etc.; providing customer service; distributing and/or processing forms, applications, etc., and assisting visitors in completion of same; and photocopying. May perform or serve as backup for the receptionist functions.

Responsibilities may include:

- Process payroll information; collect and review timesheets
- Revising applications and forms; processing permits
- Maintain calendar of conference rooms and various meeting spaces
- Maintain and replenish office supply inventory
- Responding to a wide range of customer inquiries, requests and concerns and provides general to highly detailed information regarding the City's programs

Education and Experience:

High school diploma or GED; (Associates degree in related field preferred); or, one to three 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.

Licenses and Certifications:

None

Deadline to submit applications: November 24, 2017

Applicants must submit a City job application with the Human Resources Division by the filing deadline. To apply and view additional job information please visit www.weho.org/services/employment. If you are unable to submit your application materials online you can obtain an application package by contacting (323) 848-6860 or at City Hall, 8300 Santa Monica Blvd., West Hollywood, CA 90069. Postmarks will not be accepted. AA/EOE. If you have questions or need special accommodations with the recruitment process, please contact Duane Cobb at (323) 848-6491 or dcobb@weho.org

The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy.