

THE CITY OF WEST HOLLYWOOD IS SEEKING A

ADMINISTRATIVE SPECIALIST III - ENGINEERING

with the Public Works Department

The City of West Hollywood invites applicants for the position of Administrative Specialist III with the Public Works Department, Engineering Division. The ideal candidate for this role will possess exceptional written and verbal communication skills, allowing them to proficiently compose professional correspondence and reports while engaging effectively with internal and external stakeholders. Demonstrated experience in contract processing, with the ability to draft, review, and manage contracts in accordance with organizational guidelines. In addition to these qualifications, experience with budget tracking and the capability to contribute to budget preparation are essential for this position. Lastly, the candidate should be skilled at performing various administrative functions, which include conducting research, processing purchase orders, coordinating meetings with minute-taking, and maintaining records.

JOB SUMMARY

Performs a variety of complex administrative functions in support of an executive level position or department director. Examples of duties include: composing correspondence; developing various, complex reports by researching and gathering information/statistics; researching and processing purchase orders; coordinating and attending meetings and taking minutes; maintaining personnel files and processing related paperwork; tracking budget expenditures and assisting in the preparation of the budget; processing various financial documents; ordering supplies; and preparing payroll/entering information.

Reports to: Engineering Manager / City Engineer

Education and Experience:

- High school diploma or GED; Associate's degree in related field is preferred; and,
- Three to four 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.

\$75,503.16 - \$96,474.96 ANNUALLY
APPLICATION DEADLINE:
NOVEMBER 27, 2023 AT 5:00 PM PACIFIC

For Job details and requirements, and to apply online, please visit:
weho.org/jobs

EEO/AA



City of West Hollywood
California 1984