



# EMPLOYMENT OPPORTUNITIES

Human Resources Department  
1415 N. Santa Anita Avenue  
South El Monte, CA 91733  
(626) 579-6540 ■ (626) 579-2107 FAX  
[www.ci.south-el-monte.ca.us](http://www.ci.south-el-monte.ca.us)  
**EQUAL OPPORTUNITY EMPLOYER**

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## COMMUNITY DEVELOPMENT SECRETARY

**Part-Time / At-will position**

**20-30 Hours per week**

**Salary: \$22.33 - \$27.14 per Hour**

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### POSITION SUMMARY:

The City of South El Monte is currently accepting applications for a Community Services Secretary who serves as secretary to the Director of Community Development and supports other department staff.

Under the direction of the Director of Community Development, the Community Services Secretary performs a variety of complex and responsible administrative and supportive duties in the conduct of the activities of the Community Development Department.

### ESSENTIAL DUTIES:

- Take and prepare minutes for City Planning Commission meetings
- Prepare agendas for these meetings
- Prepare correspondence
- Provide information to the public
- Maintain files
- Provide information to the public in person and by telephone
- Explain and interpret established policies, procedures, and regulations
- Receive and resolve or refer complaints from the public

### EMPLOYMENT STANDARDS:

**EDUCATION & EXPERIENCE:** Any combination of training and experience that has provided the required knowledge and abilities necessary for satisfactory job performance. A typical way to obtain this training and experience would be: graduation from high school or equivalent and two years of experience involving record keeping, general clerical operations, or office management.

**KNOWLEDGE:** Candidate should possess knowledge of: modern office practices; English grammar, punctuation, and spelling; basic office mathematics; and word processing and spreadsheet operations.

**Abilities:** The successful candidate will possess the ability to: deal effectively with the public, elected officials and other members of the city staff; communicate clearly and concisely both orally and in writing; read and interpret local, county, state and federal laws; manage several projects at the same time, with attention to accuracy and detail; provide information and organize materials in conformance with policies and regulations; communicate effectively both orally and in writing; work evenings as needed, usually two per month; type 40 net wpm; and differentiated voices during public meetings.

### SELECTION PROCESS:

Completed applications must be received by: **Thursday, September 14, 2017 by 5:00 p.m.**

Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. All appointments are subject to approval of the City Manager. A reference check, drug screen, fingerprint, and background check will be conducted prior to appointment. Applications are available at South El Monte City Hall and on-line at [www.ci.south-el-monte.ca.us](http://www.ci.south-el-monte.ca.us)/ On-line applications and or resumes will not be accepted.

### PHYSICAL DEMAND & WORK ENVIRONMENT:

#### Physical Demands

Employees perform sedentary work. While performing the duties of this job, employees are required to sit, talk and hear. Employees are occasionally required to stand, walk, stoop, crouch and reach with hands and arms. Employees occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by these positions are those required to perform office machine operations.

Work Environment

Incumbents are not substantially exposed to adverse environmental conditions.

**Important Notices:**

**LEGAL RIGHT TO WORK IN THE UNITED STATES**

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

**EMERGENCY DISASTER WORKER**

City of South El Monte employees are registered as an Emergency Disaster Worker. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities. All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at time of employment.

**EQUAL OPPORTUNITY EMPLOYER**

The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

**REASONABLE ACCOMODATIONS**

Applicants with disabilities must contact the Human Resources Department prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position. The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.