

**The City of South El Monte is
accepting applications for
the position of:**

**COMMUNITY DEVELOPMENT
EXECUTIVE ASSISTANT**



SALARY RANGE

**\$26.15 - \$31.78 Hourly
\$2,091.69 - \$2,542.15 Biweekly
\$4,532.00 - \$5,508.00 Monthly
\$54,384.00 - \$66,096.00 Annually**

APPLY BY: January 16, 2019 BY 5:30 P.M.



CITY OF SOUTH EL MONTE

The City of South El Monte was incorporated on July 30, 1958. The City is a general law City, operates under a Council-Manager form of government, and is located in the heart of the San Gabriel Valley, just 7 miles east of Los Angeles.

The City of South El Monte boasts all comforts of urban life with a small town feel. The City's 22,000 residents represent a good blend of older and younger residents working with the same dedication and community spirit that this City was founded upon. Both the residents and the business community are working together to make the community a better place to live and work. Encompassing 3.25 square miles, the City of South El Monte is a well-balanced community of homes, schools, businesses and churches, as well as excellent parks and recreational facilities.

THE POSITION

The City is looking to hire team-oriented individuals who are interested in joining a city that values individuality and creativity. The ideal candidate has a cooperative outlook with a can do attitude, is self-motivated and has a proactive approach to problem solving. This candidate additionally is an "outside-of-the-box thinker", flexible, has the desire to work in a fast-paced environment and brings new, fresh and innovative ideas to help motivate a space to create change.

Under direct supervision of the Community Development Director, the ideal candidate shall perform a variety of complex and responsible administrative and clerical supportive duties for the Community Development Department. Among other duties, it will include providing secretarial support for the Planning Commission, administering the City's Home Improvement Program, Neighborhood Preservation Program and First Time Homebuyer Programs as well as perform a variety of administrative assignments relating to residential property rehabilitation. Under Cal Home and other related government programs, will work with the public on loan packaging and coordinating with City's Building Inspector for rehabilitation inspection and construction.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Takes and prepares minutes for City Planning Commission meetings;
- Prepares agendas for commission meetings;
- Maintains files;
- Assists and provides information to the public in person and by telephone;
- Explains and interprets established policies, procedures, and regulations;
- Orders materials and supplies;
- Screens telephone and office callers by furnishing the information requested, taking messages, referring the caller, or when appropriate, resolving the problem or complaint;
- Processes accounting warrants and invoices;
- Types and/or composes correspondence;
- Assists owners in determining the most feasible improvement to property in relation to financial assistance available;
- Coordinates program activities with other City departments, commissions, Community Development Commission Board, the public, and outside agencies;
- Reviews applications and verifications for completeness and consistency; sends verification of income, savings/checking, veterans or school status, and insurance to appropriate offices;
- Determines eligibility and conducts briefing meetings with applicants & conducts required re-certifications;
- Follows clear guidelines and prescribed formats, prepares new lease and contract agreements;
- Explains program regulations, status on waiting list, tenant responsibilities, and other pertinent information to applicants, recipients, landlords, housing agents, and the general public; on the basis of observation and need expressed, may refer applicants and recipients who appear to need social services to known social services agencies;
- Reviews and processes all emergency loans for the City;
- Complies with the mortgage assistance portion of the First Time Home Buyers Program (CalHome) Funds;
- Requests a property inspection by City Inspector;
- Processes requests for Re-conveyances of loans;
- Processes Subordination Agreements of existing loans;
- Participates in City's Plan to prevent and Combat Homelessness; and
- Performs other additional duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

- Knowledge of CalHome Program and/or similar programs and relevant laws and regulations applied to housing;
- Real estate, construction and housing rehabilitation practices;
- Real estate financing and loan processing; and principles of organization and administration;

- Knowledge of applicable local, state and federal codes, ordinances and regulations;
- Knowledge of effective public relations practices; and effective communication techniques, both oral and written;
- Modern office practices; English grammar, punctuation, and spelling; basic office mathematics; and word processing and spreadsheet operations;
- 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;
- Maintain confidentiality; and
- Ability to speak Spanish is desirable.

ESSENTIAL FUNCTIONS/A.D.A

Ability to operate, computer office software, calculator, telephone, copying machine; ability to understand and respond to the public's and staff's requests for assistance both on the computer, phone, and in person; ability to prepare narrative reports, perform mathematical calculations, and sort/file documents.

MINIMUM REQUIREMENTS

EDUCATION & EXPERIENCE

Graduation from high school or equivalent with college course work in office administration, grant administration, social services or human services. Three (3) years of experience in CalHome funded programs housing or community development improvement programs or similar private or other related public housing improvement programs. Experience in grant administration desirable. Three years of experience involving administrative responsibilities of a sensitive nature, record keeping, general clerical operations, or office management and interaction with the public

LICENSES & CERTIFICATIONS

Possession of a valid California Class C driver's license and acceptable driving record at time of appointment and throughout employment in this position.

PHYSICAL DEMANDS & WORK ENVIRONMENT

Work is performed in an office environment. Office work requires sitting for periods of time and the use of a computer keyboard and screen. Required vision (which may be corrected) to read small print. May need to kneel, bend, crouch, and twist. The incumbent will have ability to reach, grasp lift, carry, push, pull and drag objects of up to 25 pounds. Works alone, with the public, staff and elected officials, has verbal contact with others, face-to-face and telephone contact inside with some extended days. May be required to work at a computer for prolonged periods.

WORK SCHEDULE

A consistent schedule during City Hall's normal business hours of 7:00am to 5:30pm Monday – Thursday. City Hall is closed on Fridays. May be required to work evenings as needed (usually two evenings per month).

IMPORTANT NOTICE

This position is subject to a Memorandum of Understanding with the South El Monte Employees' Association.

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.

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.

SELECTION PROCESS

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. Fingerprints 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/. On-line applications and or

resumes will not be accepted. Applications may be submitted in person or by mail to City Hall with attention to the Human Resources Division.

REASONABLE ACCOMODATIONS

Applicants with disabilities must contact the Human Resources Division 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.

EMERGENCY DISASTER WORKER

City of South El Monte employees are registered as an Emergency Disaster Worker and must take an oath. 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.

BENEFITS SUMMARY

HEALTH

Health, Dental, and Vision Insurance are available to the employee and dependents. The City participates in the CalPERS medical insurance program. Dental and Vision are paid by the City and employees receive a generous allocation toward Health Insurance.

Long Term Disability: City pays full premium for all full-time employees.

Term Life Insurance and AD & D Insurance: City pays full premium for all full-time employees.

Employee Assistance Program: EAP services designed to help through life's challenges are available through Hartford.

PAID LEAVES

Holidays: 12 paid days per year

Vacation: Based on years of City service. Eight (8) hours per month (accrued at the rate of four (4) hours bi-weekly for 24 of the 26 pay periods annually) during the first five (5) years of service; ten (10) hours per month (accrued at the rate of five (5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixth (6th) through the tenth (10th) years of service; twelve (12) hours per month (accrued at the rate of six (6) ours bi-weekly for 24 of the 26 pay periods annually) during the eleventh (11th) through fifteenth (15th) years of service; and thirteen (13) hours per month (accrued at the rate of six and one-half (6.5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixteenth (16th) and following years of service.

Sick Leave: Earned at a rate of 8 hours per month.

Bereavement Leave: 3 days per calendar year.

RETIREMENT

Participation in California Public Employees' Retirement System (CalPERS)

CalPERS Retirement Plans:

- First Level effective 05/16/1966 - 2.5% @ 55 with a member rate of 8.0.
- Second Level effective 05/27/2012 - 2% @ 60 with a member rate of 7.0, applicable to local miscellaneous members, "Classic members" entering membership for the first time in the miscellaneous classification with the City.
- PEPPRA New Members effective 01/01/2013 - 2% @ 62 with a member rate of 6.25.

New members under the Public Employment Retirement Law (PERL) hired as of 1/1/13 will have a mandatory CalPERS contribution established by PERL.

A "New Member" is defined as:

- A new hire that is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any other California public retirement system.
- A member who established CalPERS membership prior to January 1, 2013, and who is hired by a different CalPERS employer after January 1, 2013, after a break in service of greater than six months.

Effective January 1, 2013, Public Employees' Pension Reform Act of 2013 (PEPPRA) prohibited employers from paying any portion of a "new member's" member contribution rate. All new members must pay 50% of total normal cost as employee contribution rate.

The City also participates in the Social Security retirement system.

The provisions of this job announcement do not constitute a contract, expressed or implied, and any provision contained in this job announcement may be modified or revoked without notice.