

RESOLUTION NO. 27-2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA AUTHORIZING A FULL-TIME ADMINISTRATIVE ASSISTANT POSITION AT THE POLICE DEPARTMENT

WHEREAS, the job description for Administrative Assistant has been in place since April 1999 and reviewed by staff and found to be accurate; and

WHEREAS, increased administrative workload at the Police Department has caused the need to reclassify the Administrative Assistant position from part-time to full-time; and

WHEREAS, staff has completed the necessary review to establish the salary range for this position at \$4,922-\$5,846 per month;

NOW, THEREFORE, be it resolved by the City Council of the City of Pacifica that the job description and salary listed above is hereby authorized.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 24th day of May 2021, by the following vote:

AYES, Councilmembers: Beckmeyer, Bier, Bigstycck, O'Neill, Vaterlaus.

NOES, Councilmembers: n/a.

ABSENT, Councilmembers: n/a.

ABSTAIN, Councilmembers: n/a.



Sue Beckmeyer, Mayor

ATTEST:



Sarah Coffey, City Clerk

APPROVED AS TO FORM:



Michelle Kenyon, City Attorney

ADMINISTRATIVE ASSISTANT

DEFINITION

Under direction, to provide a wide variety of responsible and complex administrative, secretarial and clerical duties for an assigned department and department head requiring specialized knowledge and involving choices among broadly defined policies and procedures; to coordinate and participate in office functions in support of the department's goals and objectives; to provide information and assistance to employees and the public regarding departmental policies and procedures;; and to do related work as required.

ESSENTIAL FUNCTIONS

Ability to plan, lay out and conduct clerical operations; ability to perform clerical work involving independent judgment, accuracy and speed; ability to type 50 words per minute; ability to perform basic mathematical calculations; ability to learn and interpret rules, regulations, laws and processes; ability to operate a variety of office machines, including computers and supporting word processing and spreadsheet applications and duplicating equipment; ability to establish and maintain effective relationships with others; ability to communicate effectively in person and on the telephone; ability to learn specialized computer programs.

EXAMPLES OF DUTIES

Perform duties specialized to the assigned department including, but not limited to complex payroll, business licensing, and purchasing. Plans, schedules and performs a wide variety of clerical and typing work related to the function to which assigned; conducts transactions with the public in matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities; supplies information involving facts and interpretations; prepares documents based on data obtained from records and other sources and processes them in accordance with prescribed procedures; compiles information for reports and transactions, and assists in the consolidation and presentation of data; maintains a system of files and records; establishes and maintains systems to insure accountability and controls; composes correspondence and prepares reports independently or from oral instructions; makes appointments and meets callers; operates various office machines and equipment as required.

EMPLOYMENT STANDARDS

Any combination of education and experience equivalent to graduation from high school and three years of experience in increasingly responsible clerical and typing work; knowledge of modern office practices and procedures.









For Signature: ResolutionNo27-2021_AuthorizingFullTimeAdminAsst-PoliceDept

Final Audit Report

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