



City of Alameda • California

ADMINISTRATIVE ASSISTANT II FIRE DEPARTMENT

SALARY RANGE: \$19.63-\$20.61-\$21.64-\$22.72-\$23.86-\$25.05-\$26.30-\$27.61-\$28.99 per hour.
No benefits.

APPLICATION DEADLINE: Open Until Filled.

NATURE OF POSITION

The Alameda Fire Department is looking for a part-time employee to work up to five (5) hours per week assisting the Alameda Community Emergency Response Team (CERT) program. The CERT Administrative Assistant is well-organized, has basic data management experience, is thorough and exercises good judgment when setting priorities and completing tasks. The Administrative Assistant's schedule is flexible while being consistent and predictable.

This CERT Administrative Assistant maintains databases, handles correspondence via mail and email, provides customer service to volunteers, and assists with the electronic dissemination of training course materials and other documents. The Administrative Assistant has excellent skills in organization, communication (in-person and telephone), and general office management.

MINIMUM QUALIFICATIONS

- Graduation from high school or equivalent; Associates Degree or above is preferred
- Proficient in Microsoft Office 2010 or higher
- Excellent communication and interpersonal skills
- Bulk email experience a plus
- Alameda CERT training is desirable

SELECTION PROCESS

To be considered, candidates must submit a completed City of Alameda Job Application. Applicants will be screened and evaluated based on the information provided. Those best qualified, on the basis of this review, will be interviewed and considered for employment. Candidates will be required to successfully pass a background investigation.

APPLICATIONS

Apply online at <http://alamedaca.gov/human-resources/job-opportunities> or in-person at the City of Alameda Human Resources Department (Monday-Thursday, 8 a.m.-6 p.m.) at 2263 Santa Clara Avenue, Room 290, Alameda, CA 94501.

Applications must be filed no later than 6 p.m., Monday through Thursday. No photocopies or facsimiles accepted. It is the applicant's responsibility to allow adequate delivery time.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department. Hearing Impaired TDD (510) 522-7538.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.