

The City of
MADERA



JOIN OUR TEAM!

Are you...

Interested in municipal government and public service?

A team player?

Ready for the next step in your career?

NOW RECRUITING FOR:

Administrative Assistant

\$39,470 - \$50,384/year

Apply by 3 p.m. Friday, April 29, 2022

* 2% COLA effective July 2022, 2023, and 2024 *

* \$1,500 lump sum July 2022, 2023, and 2024 *

* \$2,400/year tuition reimbursement for college *

PRIMARY RESPONSIBILITIES

The Administrative Assistant is a full time position that performs a variety of complex and responsible clerical, technical, and administrative support. The Administrative Assistant serves as an office manager, relieving the Department from performing administrative detail work, and is expected to function with very little direct oversight and with a great deal of sensitivity and confidentiality. Bilingual English/ Spanish preferred but not required. A current vacancy exists in the Grants Department.

QUALIFICATIONS

Experience/Education: 4 years of administrative and secretarial experience or the performance of related work. High School diploma or equivalent supplemented by specialized training. An Associate of Arts degree in Public Administration, Business Administration or related field is desirable.

Licenses: Valid Class C California Drivers License.

EXAMINATION PROCESS

Only those applicants who meet the qualification standards of this position by the application filing deadline will be allowed to participate in the examination process. Examination scores determine standing on Civil Service eligibility lists. The examination process may consist of the following parts: Application Package Review: Qualifying Only; Written Exam 100% Weight Value. Candidates must earn a score of 70% or higher to be considered for the eligibility list. The City Manager, upon recommendation of the department head, will make the final selection and appointment from the established eligibility list.

Applicants who require special examination accommodations due to a disability should contact the Human Resources Department five (5) business days prior to any scheduled examination at (559) 661-5401.

KEY DATES

Application Filing Deadline: 3:00 PM, Friday, 4/29/2022

Written Exam: Thursday, 5/19/2022

learn more



madera.gov/apply

COMPENSATION & BENEFITS



SALARY

Compensation and benefits for the Administrative Assistant position are defined in the Memorandum of Understanding between the City and the General Bargaining Unit, as well as the City's Personnel Rules. The City of Madera pays its employees every 2 weeks, or 26 times per year. The bi-weekly pay rates for this position are listed below.

Step A	\$1,518.10
Step B	\$1,594.00
Step C	\$1,673.98
Step D	\$1,757.53
Step E	\$1,845.66
Step F	\$1,937.86

LIFE INSURANCE

The City provides a \$25,000 life and accidental death and dismemberment policy along with \$5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents.

MEDICARE

The City contributes an amount equal to 1.45% of the employee's salary; the employee also contributes 1.45%.

LONG TERM DISABILITY

This city paid benefit provides up to 2/3-income protection.

BILINGUAL INCENTIVE

English/Spanish for qualifying individuals and positions after passing annual bilingual test.

DEFERRED COMPENSATION

The City offers a paid/vested contribution of 4.2% of base pay to one of two 457 plans offered to the employee. In addition, the employee may also contribute, though not required.

EDUCATION INCENTIVE

General Bargaining Unit employees will receive a 3% incentive for an approved Bachelor's Degree. Employees are also eligible for reimbursement of up to \$2,400 per fiscal year for college expenses.



RETIREMENT

The City participates in the CalPERS defined benefit retirement system. Retirement formulas and contributions are as follows. The terms "Classic Member" and "New Member" are as defined by CalPERS.

Classic Members employed with the City prior to 10/20/2012

- 2.5% at 55 formula, single highest year final compensation
- Employee Contribution paid by the employee pre-tax: 3.375%

Classic Members employed with the City on or after 10/20/2012

- 2% at 60 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 3.375%

New Members employed with the City on or after 1/1/2013

- 2% at 62 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 7%

HEALTH INSURANCE

The City contributes a monthly amount for the employee to use to purchase health, dental and vision coverage. For medical coverage, the City contracts with Anthem Blue Cross or Kaiser. Dental insurance is through Delta and vision coverage is through Superior.

EMPLOYEE ASSISTANCE PROGRAM

The City of Madera offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

PAID LEAVE

The City of Madera offers a generous paid leave program, including paid holidays, sick leave, and vacation.

GENERAL INFORMATION

Applications may be obtained from the City's website www.madera.gov/ apply or by calling the City's Human Resources Department at (559)661-5401. Applications must be submitted to the City's Human Department prior to the application deadline. Appointment will be contingent upon an extensive background check, pre-employment physical and drug screen.