THE CITY OF BENICIA is recruiting for an
Executive Assistant to the
City Manager

MONTHLY SALARY RANGE:
$4,978.39—$6,051.26
2% salary increase effective 7/1/2020

VACATION:

- 0-3 Years - 10 Days Leave
- 4-7 Years - 15 Days Leave
- 8-15 Years - 20 Days Leave
- 16+ Years - 25 Days Leave

HOLIDAYS:
Twelve paid holidays and one personal day per year.

SICK LEAVE:
Accrued at the rate of 8 hours per month.

HEALTH INSURANCE:
Choice of four medical plans, two dental plans (with orthodontic coverage), and a vision service plan for employee and dependents. All monthly premiums for vision and dental coverage are fully paid by the City. Employees who have other medical insurance can elect not to participate in the City's medical plan, and instead receive an additional $742.00 per month (represents the city contribution for the Kaiser rate for single person).

RETIREMENT:
California Public Employees' Retirement System 3 tiers—Classic 1st Tier 2.7% @ 55, Classic 2nd Tier 2% @ 60, and New (PEPRA) 2% @ 62. Credit for unused sick leave is also included in the benefit structure.

SOCIAL SECURITY:
The City does not participate in Social Security except for required Medicare portion, nor does it participate in the State Disability Program.

LIFE INSURANCE:
Employees receive $50,000 term life insurance with AD & D coverage with monthly premium fully paid by the City.

DEFERRED COMPENSATION:
Voluntary program.

ADMINISTRATIVE LEAVE:
9 days of leave annually. Cash conversion of up to half of unused leave paid each year.

LONGEVITY PAY:
2.5% additional pay for each ten years of City service.

THE IDEAL CANDIDATE
The ideal candidate will possess a high level of integrity and ethics while demonstrating effective written communication skills and a solid attention to detail. The new Executive Assistant to the City Manager will be comfortable coordinating the City Manager’s schedule, maintaining city council assignments, and responding to inquiries from the general public. Other key characteristics include: creativity adaptability, resiliency, and the ability to have fun.

THE POSITION
Under the direction of the City Manager, this classification is responsible for managing and overseeing a wide variety of confidential, complex and responsible administrative duties for the City Manager. Incumbents are responsible for researching and compiling information for the City Manager’s consideration, maintaining Council assignments, coordinating staff requests, and assembling and reviewing materials for council meeting agendas. This classification also provides complex administrative support in the area of communications.

DISTINGUISHING CHARACTERISTICS
This classification is at the highest general administrative level in the organization. Incumbents are responsible for managing and coordinating programs and projects, and providing information to internal and external customers, as well as preparing reports. Incumbents perform work of a complex analytical nature and may supervise other clerical staff.

QUALIFICATIONS
Knowledge of:
- Modern office procedures, methods, and equipment; Public relations principles; data collection and analysis techniques; community outreach and image/issue management; principles and practices of multi-media presentation methods using a variety of software applications; knowledge of modern office methods and equipment; consensus building techniques; project management principles; research and reporting methods; mathematical principles; structure and proper use of the English language, grammar, and punctuation; supervisory principles.
Benicia has a small town feel yet is situated between two metropolitan areas, San Francisco and Sacramento, on the Carquinez Strait in southern Solano County. Surrounded on two sides by water and a third by open space, it’s an ideal place to raise a family with wonderful neighborhoods, abundant parks, and award-winning schools. One of the oldest cities in California, Benicia was the third city to incorporate (March 1850) and was the third state capital. The State Capitol building in downtown Benicia is one of our two state parks and is open for tours. The Benicia Industrial Park is home to the Valero Benicia Refinery, Amports, a private deep-water port, and nearly 450 businesses. Part of the Industrial Park is the Benicia Arsenal, a former military reservation signed into existence by Abraham Lincoln himself. It is located on two interstate freeways and is served by rail. The City of Benicia is a full-service city, boasting its own police, fire, library, water treatment, wastewater treatment, and parks departments. Small town, independence, excellence: These are some of the words used to describe Benicia and why it’s a great place to live, work and play.

### About the Community

Benicia is a small town feel yet is situated between two metropolitan areas, San Francisco and Sacramento, on the Carquinez Strait in southern Solano County. Surrounded on two sides by water and a third by open space, it’s an ideal place to raise a family with wonderful neighborhoods, abundant parks, and award-winning schools. One of the oldest cities in California, Benicia was the third city to incorporate (March 1850) and was the third state capital. The State Capitol building in downtown Benicia is one of our two state parks and is open for tours. The Benicia Industrial Park is home to the Valero Benicia Refinery, Amports, a private deep-water port, and nearly 450 businesses. Part of the Industrial Park is the Benicia Arsenal, a former military reservation signed into existence by Abraham Lincoln himself. It is located on two interstate freeways and is served by rail. The City of Benicia is a full-service city, boasting its own police, fire, library, water treatment, wastewater treatment, and parks departments. Small town, independence, excellence: These are some of the words used to describe Benicia and why it’s a great place to live, work and play.

---

**First Review of Applications**

February 12, 2020

### Application Process

To apply for this exciting career opportunity, please submit a completed City application form online at www.ci.benicia.ca.us (under ‘jobs/careers’). Faxed applications will not be accepted. References will not be checked without prior permission from the candidate. To inquire about how to obtain a paper application contact the Human Resources Department at (707)746-4766.

### Selection Process

All applications will be screened and reviewed for conformance with requirements listed in this job announcement and the position’s job description. The most qualified candidates will be invited to participate in the testing process which may include one or more of the following: application screening, performance exam, assessment exercise(s) and an oral interview. Candidates should make their applications as complete as possible so that a thorough evaluation of their qualifications may occur. Resumes accompanying, but not in lieu of, the City’s completed application will be accepted.

---

**The City of Benicia is an Equal Opportunity Employer.**

---

### Qualifications

**Ability to:**

- Prioritize work tasks; review work methods and/or procedures and make recommendations for improvement; use a computer and related software applications; resolve conflict; compile and analyze data and information; interpret and apply policies, procedures, and guidelines; design and prepare reports and forms; organize and implement public information activities; develop, write and produce effective communication materials using a variety of media; provide quality customer service; maintain confidentiality; proofread and edit documents; utilize modern office equipment; perform mathematical calculations; handle multiple tasks simultaneously; type complex correspondence, memos, vouchers, and/or other related information; maintain complex, sensitive, and confidential documents, records, and files; define problems and collect data; work independently; conduct specialized research; assemble and organize data and information; communicate using interpersonal skills as applied to interact with coworkers, supervisor, the general public, and others; demonstrate good judgment and discretion; may monitor and evaluate the work of subordinate staff.

### Education & Experience

- Five (5) years of Executive Administrative level experience, preferably in a municipal environment, or related to the area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

- Bachelor’s degree in Business or Public Administration, Business Management, or a related field.

### Working Conditions

Work is generally performed in an office setting with frequent interruptions, multiple deadlines, and peak workload periods. Position may require working with the public and attendance at night and/or weekend events or meetings.