

Human Resources ADMINISTRATIVE ASSISTANT

THE POSITION

The City of San Fernando is seeking a highly motivated, experienced, and responsible part-time Administrative Assistant in our Human Resources Division of the Administrative Services Department.

Under general supervision, provides difficult, responsible and specialized administrative and office management support duties. Assigned work requires the use of initiative and judgment in selecting appropriate work methods, understanding and applying detailed information and procedures in handling routine and non-routine data and department-specific projects.

IMPORTANT & ESSENTIAL DUTIES

The duties listed in this bulletin are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here: [SFCITY.ORG/Hiring-Now/#Job-Specs](https://www.sfcity.org/Hiring-Now/#Job-Specs)

- Provides clerical and administrative support to Human Resources staff; prepares correspondence, reports, contracts, and presentations; responds to inquiries by phone, email, and in person.
- Maintains and updates specialized forms, databases, and records; tracks and submits required federal, state, and regulatory data, certifications, and training.
- Prepares and processes RFPs, Scope of Work documents, and agreements; secures approvals and monitors progress; ensures invoice and purchase order compliance.
- Coordinates appointments, meetings, and departmental events; manages logistics including vendor communication, food orders, supplies, and setup/cleanup.
- Maintains records; tracks KPIs, expenditures, and budgets; may guide lower-level staff and serve as recording secretary, preparing agendas and transcribing minutes.

EXPERIENCE & TRAINING GUIDELINES

Knowledge Of:

- Principles, practices, concepts, and techniques used in human resources, customer service, public relations, and community outreach.
- Basic research methods, data analysis techniques, and general accounting systems, including practices for processing and interpreting accounting information.
- Practices and techniques of sound business communication; provisions of the Public Records Act; and records management, recordkeeping, and filing procedures.
- Operation of modern office machines, standard business software, and specialized database and spreadsheet applications.

Ability To:

- Organize, set priorities, and exercise sound, independent judgment within areas of responsibility; reach sound decisions in accordance with City policies and procedures.
- Compose clear, concise, and comprehensive correspondence, reports, studies, agreements, and presentations; communicate effectively, both orally and in writing.
- Analyze problems, evaluate alternatives, research and interpret data, and recommend effective courses of action.
- Prepare, administer, and monitor departmental budgets; anticipate future budgetary needs; maintain sensitive and confidential information.
- Use tact and diplomacy in dealing with difficult issues and people; understand and follow instructions; establish and maintain effective working relationships.

EXPERIENCE & TRAINING GUIDELINES – CONTINUED

A typical way to obtain the knowledge, skills, and abilities would be the following:

Education, Experience, and Experience:

- Graduation from high school or GED equivalent is required.
- Five (5) years of progressively responsible experience in administrative, and/or human resources support functions is required.
- Completion of college-level course work is highly desirable and may be substituted for up to two years of the required experience on a year-for-year basis.
- Experience in a public agency is preferred.
- Ability to speak Spanish is highly desirable.

Special Requirements:

Must obtain and maintain a valid California Class C Driver's License and maintain insurability under the City's vehicle insurance program during the course of employment with the City.

Physical and Mental Demands:

Regularly required to sit, walk, stand, talk, hear, reach, and handle objects using hands and fingers; perform repetitive hand and wrist movements; operate tools or controls; and lift up to 10 pounds unaided. Specific vision abilities include close vision and the ability to adjust focus. Uses written and oral communication skills, basic math, and the ability to learn and apply new information; works under changing deadlines, frequent interruptions, and multiple tasks; interacts with customers, the public, and occasionally dissatisfied or abusive individuals.



COMPENSATION & BENEFITS

Hourly Salary: \$27.36 - \$33.88

NOTE: This is an at-will, part-time position with minimal benefits.

WORK SCHEDULE 18 to 20 hours per week. May be required to work a variety of shifts, as needed.

BILINGUAL BONUS \$50 per month upon passing Bilingual (Spanish language) exam.

TUITION REIMBURSEMENT Up to \$1,500 per fiscal year for pre-approved relevant courses.

HOW TO APPLY

DOWNLOAD AN APPLICATION

- Visit SFCITY.ORG/Hiring-Now
- Scan the QR Code
- Pick-up at San Fernando City Hall
(117 Macneil St, San Fernando)



SUBMIT APPLICATION OR QUESTIONS TO:

City of San Fernando Human Resources Division
117 Macneil Street, San Fernando, CA 91340
HumanResources@sfcity.org | (818) 898-1221

POSTED: 4/8/25

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.



ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles. The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



INVITES
APPLICATIONS
FOR

Human Resources ADMINISTRATIVE ASSISTANT (PART-TIME)

Open Competitive Examination

HOURLY SALARY

\$27.36 – \$33.88

FILING DEADLINE

APRIL 29, 2025 – 5PM

APPLY IMMEDIATELY