



CITY OF RIDGEFIELD
Invites applications for the position of:

ADMINISTRATIVE SPECIALIST COMMUNITY DEVELOPMENT AND PUBLIC WORKS

An Equal Opportunity Employer

SALARY RANGE: \$20.80-\$27.39 (2021 wages)

CLOSING DATE: Position is open until 5:00PM on December 16, 2020

POSITION DESCRIPTION:

Ridgefield is looking for an energetic Administrative Specialist to perform a variety of technical, routine and non-routine services for the Community Development and Public Works Departments. The Administrative Specialist:

- Independently performs routine and more complex clerical and administrative support work including filing, database management, data gathering and compilation, word processing and use of other department specific software systems, composes routine correspondence, and prepares reports.
- Provides general customer service, acting as first point of contact for staff, visitors and callers to the Community Development and Public Works Departments.
- Serves as a resource and provides information to the public and other City departments based on knowledge of department services, policies and practices including permitting, building inspections, land use, backflow and general public works responsibilities.

This is a full time, regular, non-exempt position. The position is covered under the terms of the collective bargaining agreement between Teamsters Local 58 and the City of Ridgefield.

EMPLOYEE BENEFITS

The City of Ridgefield offers a comprehensive benefits package which includes family and domestic partner health benefits such as medical, dental and vision. Other benefits include long-term disability, paid holidays, vacation and sick leave. Retirement benefits are provided through Washington State Retirement System.

QUALIFICATION REQUIREMENTS

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

The City is seeking an experienced and professional Administrative Specialist with:

1. High school diploma or equivalent;
2. Two years of work experience involving significant interaction with the general public, with experience in a local government entity preferred;
3. Knowledge of modern office procedures and systems including technology;
4. Ability to learn, manage projects, work independently and effectively on multiple tasks with interruptions, be self-motivated, and have strong communication and problem-solving skills.

All employees are expected to work in a manner consistent with the City of Ridgefield's Team Philosophy: work and act as a team player in all interactions with other City employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships; and consistently provide quality service.

The final candidate will be required to successfully complete a thorough background investigation.

HOW TO APPLY:

Interested candidates must submit the following materials:

1. A completed Application for Employment.
2. A cover letter explaining why the candidate is interested in the job position, strengths and weaknesses in the job, and a short summary of why the candidate is qualified for the position.

The on-line employment application can be found at: **<https://ridgefieldwa.us/government/job-opportunities>**

More information about the Community Development and Public Works' Departments are available on the City's website at **www.ridgefieldwa.us** or by calling Human Resources 360-887-3557.

Interviews will be scheduled for Monday, December 21, 2020. All interviews will be virtual.

The City of Ridgefield is an Equal Opportunity Employer.

This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.