



Administrative Assistant – Planning Department

City of Avalon, Santa Catalina Island
Avalon, California, Los Angeles County

Salary: \$43,085. - \$52,370 plus excellent benefit package

FLSA: Non Exempt

The City of Avalon's is recruiting for the position of Administrative Assistant in the Planning Department. Under general supervision, performs a variety of administrative, secretarial, and office support duties requiring knowledge of the department, its procedures, and operational details; provides administrative support to management and departmental staff; composes and prepares correspondence; performs skilled word processing, data entry, and typing; provides information to the public and staff; provides assistance for a wide variety of assignments; and performs related work as required.

Requirements: The position requires that the incumbent must be able to work Monday through Friday, 8:00 am to 5:00 pm, in addition attend monthly Planning Commission meetings. Must have a valid California driver's license. Background check and pre-employment physical required.

Application Procedure: If you are interested in pursuing this unique and exceptional career opportunity as a full time Administrative Assistant, stop by the Finance Department at City Hall to obtain an application. Job Posting information can also be found on the City's website at www.cityofavalon.com

Filing deadline: October 25, 2016 by 4:00 pm. It is important that all applications show education and experience relevant to the position. Incomplete applications will be rejected. The purpose of this recruitment is to establish an eligibility list for the position of Administrative Assistant in the Planning Department.

Selection Procedure: Applications will be screened and those candidates possessing the most relevant experience will be invited to participate in an oral interview.

City of Avalon is an equal opportunity employer