



**The City of Avalon's Finance Department**  
**Is now developing a hiring list for the position of**  
**Administrative Assistant – Harbor Department**

**Scope**

- Assists in the administration of Waterside Permits and Mooring Leases; monitors and dispatches routine calls for assistance via VHF radio and telephone; provides information and assistance to the general public regarding mooring availability, assigning moorings, and general harbor operations; collects harbor fees and accounts for daily cash receipts.
- Performs and is responsible for the overall operation of the Harbor Department's administrative and office support functions; exercises considerable judgment and initiative; prepares recommendations on new or revised office procedures, policies, and forms.
- Provides technical advice and assistance to Harbor staff; performs difficult and specialized administrative support; assists in the coordination of office program, activities, and services within the Harbor Department.
- Directs the establishment and maintenance of office record keeping and filing systems; checks, compiles, records, organizes, summarizes, and analyzes data and information for the preparation of reports.

**How To Apply:** Applications may be obtained from the Finance Department at Avalon City Hall. All applications must be turned in by Thursday, April 24, 2014 by 4:00 p.m. All applications should show educations and experience relevant to the position, incomplete applications will be rejected.

**Selection Procedure:** Applicants 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.

Range 23            Step 1 \$20.85    Step 5 \$25.34