

RESOLUTION NO. 2021-60

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN JUAN BAUTISTA ADOPTING A JOB DESCRIPTION FOR THE
POSITION OF OFFICE TECHNICIAN**

WHEREAS, the City's Strategic Plan for Fiscal Year 2021/22 includes the theme of "rebuilding city services" following the State of Emergency and the COVID-19 pandemic; and

WHEREAS, on June 15, 2021, the City adopted Resolution 2021-34, and its new Budget for Fiscal Year 21-22, that restored the staffing levels from the prior year, adding back the frozen position of Office Assistant; and

WHEREAS, on July 13, 2021, the City Council approved Resolution 2021-39, and a job description for Office Assistant to be paid at Level 53 of the salary scale, and initiated a search for an experienced accounts payable clerk with a minimum of three-year's experience; and

WHEREAS, when the City recruited for this position, there were plenty of applicants, but few with the high level of skills the City sought; and

WHEREAS, attached is a new job description "Office Technician" that updates the original Office Assistant job description by reducing experience needed in hopes of finding skilled applicants at a reduced pay-rate; and

WHEREAS, the City Council agrees that these duties are needed to rebuild the City services consistent with both the intent of the Strategic Plan and City Budget.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY
COUNCIL OF THE CITY OF SAN JUAN BAUTISTA NOW HEREBY
FINDS:**

1. That the recitals in this Resolution and accompanying staff report are true and correct and are hereby made a part of this Resolution.

2. It agrees that adding the Office Technician position to the City's staff is rebuilding City services consistent with its Strategic Plan and Budget.
3. Adopts the Job Description attached to this Resolution and authorize the City to initiate its recruitment for both Office Assistant and Office Technician immediately.

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista at a regular meeting held on the 19th day of October 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



Leslie Q. Jordan, Mayor

ATTEST:



Trish Paetz, Deputy City Clerk

Attachment

CITY OF SAN JUAN BAUTISTA POSITION DESCRIPTION

OFFICE TECHNICIAN

Full Time – 40 Hr./Week

Permanent Employee

Non Exempt Classification – Overtime provided per Municipal Personnel Policies

GENERAL DESCRIPTION OF FUNCTION & PURPOSE:

Under direct supervision of the City Manager and Administrative Services Manager, performs clerical work according to specific routines. Responsible for all aspects of accounts payable, and helps update the City's website and social media accounts.

SPECIFIC EXAMPLES OF DUTIES & RESPONSIBILITIES:

OFFICE ASSISTANT

1. Compares bills and invoices against receiving records. Processes accounts payable and produces checks for signature using Quickbooks software, or the City's most recent accounting software.
2. May make mathematical calculations and be required to prepare related reports.
3. Organize and maintain a variety of records and files for the City Manager and Administrative Services Manager.
4. Performs special accounting and billing research projects using spread sheets and Excel software.
5. May be asked to help answer telephones, take and relays messages, assists customers over the phone and at the front counter.
6. Furnishes routine information over the counter or telephone on such matters as location of forms, outstanding balance of utility bill, the location of employees, and makes appointments.
7. Provide assistance to the Finance Clerk with utility billing.
8. May help the Deputy City Clerk with the preparation of City Council and Planning Commission meeting packets, public records requests, and records retention. May be asked to take minutes at public meetings.

PUBLIC INFORMATION CLERK

9. Coordinate public outreach tools and update when needed to include the City website and social media accounts. May update department web pages as requested by department manager.
10. Post City meetings agendas in accordance with the Brown Act. Post public hearing notices, minutes, public meeting videos, treasurer reports, financials on the website

GENERALLY

11. Perform other duties and responsibilities as assigned by City Manager and Administrative Services Manager.

REQUIRED SKILLS & ABILITIES:

Knowledge of:

Generally accepted accounting principles and ethics.

Principles and practices of dealing professionally with the public when answering phones and in person.

Ability to:

Attention to details is critical for this position.

Operate a variety of office machines that include but are not limited to a personal computer or lap-top, ten-key calculator, copy machine, fax, scanner, phone system, and Microsoft Office software programs.

Learn on the job.

Follow oral and written instructions.

Establish and maintain effective working relationships with co-workers and the general public.

Comfortable with procedures and terminology specific to the world wide web.

Successfully manage several tasks simultaneously, which demands focus and concentration.

Provide high level customer service.

Demonstrate teamwork and collaboration

Demonstrate ethical behavior and treat people with respect.

Keep up with work pace and ability to follow through on instructions given.

Exhibit dependability through timely attendance.

Education and Experience:

Any combination of education and experience of commensurate work experience with QuickBooks experience, including utilizing the accounts payable module.

Special Training (preferred, not required):

QuickBooks

Microsoft Excel

Webmaster

Social Media Etiquette

Public Information Officer

Skills:

Time management.

Effectively communicate both in writing and orally.

Understanding of the internet and web.

October 19, 2021