ADMINISTRATIVE ASSISTANT I
Part-time Temporary Seasonal

SALARY RANGE
$20.03 - $24.35 Hourly

Description
Performs duties required to support efforts of the Monterey Conference Center. Performs specialized office clerical work of a difficult and complex nature. Basic knowledge of sales, marketing, and social media needed. Performs difficult work in accounts payable, accounts receivable, and budgeting. Works with the City's financial systems and assumes responsibility for end product. Ability to work independently. This is the entry-level classification in the clerical series.

Examples of Duties
Duties may include, but are not limited to the following: Performs specialized clerical functions, gives exemplary customer service, provides detailed information about Monterey as a meeting destination, and interacts with prospective clients looking for meeting space. Assists Sales Office with follow-up sales leads, enters bookings and events into Delphi database software. Needs basic marketing experience to help develop social media and blog content. Compiles agendas, attends meetings, takes notes of business conducted and composes minutes. Works on special projects to include budget work. Operates a variety of office equipment, such as computer, computer applications and software, merge documents, familiar with Excel, calculator, printer, fax machine, credit card machine, and two-way radios.

Typical Qualifications
Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of progressively responsible Clerical experience. Experience in sales/events related in the hospitality industry is desired. Knowledge of the Monterey County area and local activities is a plus. Experience in dealing with the public is required.

Education: Any combination equivalent to graduation from high school. Supplemental courses in accounting, finance, business, personnel management and related fields are desirable. Basic knowledge of hospitality/sales.

Knowledge and Abilities
Knowledge of modern office methods and equipment, clerical and general accounting practices and principles, and computer applications used by the City is desirable. Knowledge of filing systems; operation of standard office machines, computer software knowledge to include advanced word-processing, Excel and database management; Delphi and other specialized software used in the industry a plus. Type at a net rate of 50 words per minute.

Must have excellent organizational skills and attention to detail. Ability to perform a variety of
clerical work, involving independent judgment. Interpret and apply policies, regulations, ordinances and procedures. Prepare accounting, financial and statistical reports and supporting data. Establish and maintain effective working relationships and deal tactfully and courteously with the public and other employees, departments, and outside agencies. Effectively present information and respond to questions from clients, customers, and general public. Locate, classify and interpret a variety of instructions furnished in writing, oral, diagram, or scheduled form. Solve practical problems and deal with a variety of situations where only limited standardization exists. Respond to situations using common sense and practicality. Understand social media marketing from a business standpoint.

License and/or Certifications
Must have valid California Driver's license.

Applications can be obtained online at: http://monterey.org/Portals/0/Forms/HResources/Job-Application-PT-Seasonal.pdf