



**EXECUTIVE ASSISTANT  
(CITY MANAGER'S OFFICE)**

City of Santa Paula, California

Salary: \$45,094.40 – \$54,828.80 Annually

Plus Cafeteria Benefits Package

First review of Applications: Monday, May 29, 2023

Under the direction of the City Manager or designee, performs highly responsible, confidential and complex administrative and office management support functions for the City Manager, City Council, and City Clerk; acts as a liaison with City departments, staff, outside agencies and the general public; and ensures the efficient operation of the City Manager's office.

**Qualifications:** High school diploma or equivalent is required. An Associate's degree from an accredited college or university is highly desirable. Three years increasingly responsible professional-level administrative experience. Demonstrate proficiency in advanced computer software skills in Word, Excel, PowerPoint, etc., in addition to advanced research techniques. Experience in a municipal government setting is highly desirable. Work may be required on evening meetings; type net 55 words per minute.

**LICENSE OR CERTIFICATE** - Possession of a valid Class "C" California driver's license.

City application and typing certificate required: Please Visit our website: [www.spcity.org](http://www.spcity.org) to apply and for more information.