



Administrative Assistant

Monthly Salary \$4,848- \$6,095

Deadline: September 16, 2025

The Position

This position provides high-level administrative and clerical support to management staff, involving confidential and complex tasks requiring independent judgment, discretion, and a thorough understanding of departmental policies and procedures. Key responsibilities include managing departmental records and files, preparing correspondence and reports, coordinating meetings, assisting with purchasing and other administrative functions, and covering the front desk of the administration building to serve as the first point of contact for visitors and callers. The role also provides administrative support to the overall office, including the City Manager, Human Resources Division, and the Risk Management Division. Proficiency in office software and the ability to maintain confidentiality are essential for the efficient operation of the department's clerical functions.

The Ideal Candidate

The ideal candidate will possess strong knowledge of English grammar, spelling, punctuation, and modern office practices, along with a solid understanding of municipal government operations and recordkeeping procedures. They will be skilled in report preparation, research, and proficient in using various computer applications, including word processing. The candidate should be able to interpret and apply departmental policies and procedures, work independently, and manage complex records with accuracy and attention to detail. Excellent written and verbal communication skills are essential, including the ability to draft clear, professional correspondence and reports. Typing speed of at least 55 words per minute is required. Experience assisting with hiring processes, training, and a willingness to learn new systems is highly desirable.



THE DIVISION

The City Manager's office is part of the Administration Department. This includes the Assistant City Manager, Chief Deputy City Clerk, and Administration Support Staff. Also housed in Administration are the Airport Division, Transit Division, and the Visalia Convention Center.

BENEFITS & COMPENSATION

- \$4,848- \$6,095 monthly
- CalPERS Retirement Program
- Health, Dental, Life and Vision Insurance
- Longevity Pay

WELLNESS & ENGAGEMENT CULTURE

- Onsite City Health & Wellness Clinic
- Paid Holidays, Vacation, and Sick Leave
- Recognition and employee appreciation events

SUPPORT FOR CONTINUOUS LEARNING

- Tuition Reimbursement
- Continuous training and leadership opportunities

Find out more and apply at visalia.city/careers

Contact us

559.713.4027
shawna.kneeland@visalia.city