



League of California Cities
Administrative Assistant I, Database and Reception
Sacramento CA
February 2018

The League

The League of California Cities was founded in 1898 with a mission to expand and protect local control for cities through advocacy and education to enhance the quality of life for all Californians. The League's office is in downtown Sacramento in close proximity to the state Capitol.

Our Administrative Services Department

The Administrative Services Department mission is to deliver outstanding service, support and solutions to enable League staff to fulfill its mission. The ten-person team includes a variety of staff support functions including Finance, Human Resources, and Information Technology.

The Administrative Assistant, Database and Reception Position

The Administrative Assistant performs maintenance and administrative support duties in the day-to-day management of the League's membership database including inputting data; creating data records; updating data records; proofing data records; producing reports; writing queries; designing tables; and troubleshooting problems with data, reports, queries and database design. Reception duties include answering and directing incoming telephone calls; greeting and assisting visitors; and providing general information to the public and city officials. Additional administrative duties include office supply ordering, making travel reservations and support for the League's exposition team.

Qualifications & Experience

Superior customer service skills are a must. Candidates must possess computer aptitude that is well above average. One year experience performing customer service tasks in an office environment while engaging in a variety of increasingly responsible association database management and maintenance duties, including designing databases, tables, reports, writing queries and troubleshooting and utilizing databases, database programs and computer equipment. An associate of arts/science degree, or equivalent education, with general course work in computer science, programming, mathematics, or related fields is required.

Work Schedule & Office Location

This position is strictly scheduled to work Monday through Friday, 8:30 a.m. to 5 p.m. The work location is downtown Sacramento, 1400 K Street.

Compensation & Benefits

- **Salary:** Depending on Qualifications, the salary range starts at \$34,520
- **Retirement:** California Public Employees Retirement System (CalPERS) 2% at 60 for classic CalPERS members; 2% at 62 for new CalPERS members.
- **Deferred Compensation:** Employees may defer up to \$185,000 per year through the League's ICMA/RC defined contribution plan.
- **Health and Dental:** Employees may select medical coverage from two HMO and one PPO plans; dental insurance is a PPO plan.

Employment opportunities are available at www.cacities.org/employment

Reflecting the diversity of California, the League of California Cities is an equal opportunity employer.

- **Life Insurance:** League-paid \$50,000 life insurance coverage for employees; supplemental employee-paid coverage is available.
- **Other Benefits:** Under the League's Section 125 Plan, employees may use a portion of their salaries on a pre-tax basis to cover child care and/or certain health care expenses.
- **Vacation:** Two weeks annually; three weeks after five years of service.
- **Holidays:** League employees receive twelve paid holidays annually.
- **Sick Leave:** Employees earn twelve days annually.

Recruitment/Decision Schedule

Recruitment for the Administrative Assistant position will be ongoing until the position is filled. The goal is to complete the recruitment process at the earliest opportunity and welcome the new team member on board as soon as possible.

Application Procedure

Please submit a resume and salary requirements to:

Preferred: careers@cacities.org

Alternative: **League of California Cities**
Attention: Human Resources Department
1400 K Street Ste 400
Sacramento CA 95814

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