



Outstanding Employment Opportunity:

Customer Relations Assistant

City Manager's Office

Looking to begin or further your career in local government? The City of Thousand Oaks has an excellent opportunity!

We are seeking a highly skilled individual with the competence and experience to address challenges with confidence and professionalism. The Customer Relations Assistant will provide support to the Executive Offices and provide excellent administrative support as the primary point of contact for visitors and callers to the City Manager's Office. The Assistant must possess excellent customer service skills and possess strong written and verbal communication skills. The Assistant must be self-directed, exercise discretion and independent judgment and project a very professional image through in-person and phone interactions.

Primary responsibilities:

- Greet visitors and handle telephone calls to the City Manager's Office and City Attorney's Office in an efficient, professional and courteous manner
- Coordinate City Manager's Office activities inclusive of support for City Council meetings
- Assist with a broad range of administrative duties in support of the Executive Offices
- Compile, type, format, review and proofread correspondence
- Support public information and communication activities including press releases and website information

The ideal candidate should possess:

- Previous experience working in a comparable position supporting executive staff
- Excellent interpersonal and customer service skills to interface with elected officials, the public and senior management
- Experience with Microsoft Office, including Word, Excel, Power Point as well as internet navigation
- Excellent organizational skills and ability to multi-task
- Attention to detail and accuracy is essential
- Ability to work very effectively with many people inside and outside the City organization
- Bachelor's degree with major coursework in business, public administration or related field
- A valid Class C California driver's license

CORE COMPETENCIES:

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| • Customer Focused | • Planner and Organizer |
| • Results Oriented | • Flexible and Adaptable |
| • Problem Solver and Decision Maker | • Technically Knowledgeable |



The staff in the City Manager's Office provides administrative direction to all City departments in full accordance with policies established by City Council and manages day-to-day operations of the City.

The City of Thousand Oaks (pop. 132,365) is located in beautiful Ventura County, 12 miles inland from the Pacific Ocean, nestled against the Santa Monica Mountains, surrounded by more than 15,500 acres of natural open space. Incorporated in 1964, this master planned community offers a wide variety of cultural and recreational activities and an award-winning school system.

Current salary range is:
\$4,071-\$5,456/month

Excellent benefits package

FILING DEADLINE:
Open until a sufficient number of qualified applications are received.

Apply at www.toaks.org/jobs

For further information, contact the Human Resources staff at (805) 449-2144.