



EMPLOYMENT OPPORTUNITY

SITE MONITOR

(Bilingual-Spanish preferred. Not required.)

\$10.50 - \$12.15 per hour

Part Time /Flexible Schedule

*Position is Part-time, Flexible, and may provide opportunities for additional on-call hours, as needed.
This position is not eligible for City benefits other than those mandated by Federal and State Law.*

Open: Thursday, October 19, 2017

Open Until Filled

Apply at: www.calopps.org

A completed online employment application and questionnaire is REQUIRED

Incomplete, late, emailed, faxed and hard copy applications will NOT be accepted.
Resumes will NOT be considered in lieu of the required employment application.



*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, the Site Monitor is responsible for monitoring the public and private use of city-owned facilities. Such use may include, but is not limited to meetings, weddings, parties, dances, recreational events, etc. This position will provide excellent customer service both internally and externally at all times.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices:

1. Monitor the use of city owned facilities and ensure the strict adherence to the rules governing the use of city facilities.
2. Responsible for the appropriate use, minor repair of, and proper storage of supplies and equipment used in city facilities.
3. Provide excellent customer service to all customers, employees, citizens and guests using city facilities.
4. Ensure that facilities and restrooms are properly cleaned and ready for the next scheduled use.
5. Inspect facility for potential safety hazards, eliminate and/or report such hazards.
6. Participate and assist in facility public relations activities where needed.
7. Assist in the set-up, take down and clean up processes as needed.
8. Routinely adhere to and maintain a positive attitude towards City and Department goals.
9. Perform related work as required.

POSITION SUMMARY

Under general supervision, the Site Monitor is responsible for monitoring the public and private use of city-owned facilities. Some examples of duties and responsibilities include; set-up, take-down, and monitoring a wide variety of professional and private events and activities for adults, family, teens, and children ranging from business meetings, weddings, parties, dances, recreational events, etc. This position ensures excellent customer service for City personnel and the public utilizing City facilities.

ESSENTIAL AND IMPORTANT DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties to address business needs and changing business practices:

- Monitor the use of city owned facilities and ensure the strict adherence to the rules governing the use of city facilities.
- Responsible for the appropriate use, minor repair of, and proper storage of supplies and equipment used in city facilities.
- Provide excellent customer service to all customers, employees, citizens and guests using city facilities.
- Ensure that facilities and restrooms are properly cleaned and ready for the next scheduled use.
- Inspect facility for potential safety hazards; eliminate and/or report such hazards.
- Participate and assist in facility public relations activities where needed.
- Assist in the set up, take down and clean up processes as needed.
- Routinely adhere to and maintain a positive attitude towards City and Department goals.
- Perform related work as required.

QUALIFICATIONS - *The following generally describes the knowledge, skills and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge Of: Principles of excellent customer service skills; basic computer applications such as word processing and spreadsheets; methods and techniques of proper phone etiquette; and principles of public relations.

Ability To: Learn the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities; learn to correctly interpret and apply general administrative and departmental policies and procedures; learn to apply applicable federal, state, and local laws, codes, and regulations; effectively utilize various software applications including word processing and publication software; establish and maintain a variety of files and records; respond tactfully, clearly, concisely, and appropriately to inquiries from other City staff, the general public, and outside agencies; work nights and weekends as needed to perform the job duties; understand and carry out oral and written directions; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships in course of work.

EDUCATION AND EXPERIENCE GUIDELINES - *Any combination of education and experience that would likely provide the required knowledge and abilities, may qualify. A typical way to obtain the knowledge and abilities would be:*

Education/Training: Equivalent to the completion of the twelfth grade.

Experience: Experience in a sales or customer service role dealing with the public. Some experience with event planning and facilitation.

License: A valid California Driver's License and proof of auto insurability.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office or event facility environment with extensive public contact and frequent interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office or event facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift up to 50 lbs., carry, push, and/or pull light to moderate amounts of weight; to operate office equipment

requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. Ability to move furniture including chairs, tables, set-up/take down stages, dance floors and other related physical duties.

Vision: See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

EXAMINATION PROCESS

Applications and Questionnaires will be evaluated and scored on a continuous basis until 100 applications have been received, at which time, the application process will be closed. The City will screen for those applicants who possess the desirable qualifications. Those who receive the highest scores will be contacted in writing and invited to a panel interview. The successful candidate will advance to the selection process, which includes a final interview and the required post-offer examinations.

SELECTION PROCESS

Offers of employment may be subject to successful completion of a pre-employment background check, fingerprint clearance, and a physical examination. The I-9 verification form designated by Immigration and Naturalization Service is required to certify eligibility for employment in the United States.

PLEASE NOTE: The provisions of this bulletin do not constitute a contract or offer of employment expressed or implied.

AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act (ADA), if you require accommodations for the examination, please contact the Human Resources office at least 72 hours in advance of the test to request; official documentation of your need for accommodation may be required.

**THE CITY OF CERES IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY**