



CITY OF SUNNYVALE
Department of Human Resources
505 West Olive Ave., Suite 200
Sunnyvale, CA 94086

<http://www.sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Recreation Instructor - Piano Keyboard**

An Equal Opportunity Employer

SALARY

\$24.78 - \$26.69 Hourly

OPEN DATE: 12/13/17

CLOSE DATE: Continuous

THE POSITION

Recreation Instructor – Piano Keyboard
(Job Code 9524 - Casual Recreation Instructor/Official)

Note: Casual non-benefited employees are limited to working no more than twenty-five (25) hours per week and no more than 900 hours in a fiscal year (July 1-June 30).

The City of Sunnyvale seeks a qualified, self-motivated, energetic, responsible individual to join our staff. Piano Keyboard is an established program serving approximately 48 students ages 6-12 Per session. Students are beginner-intermediate level musicians. The current vacant position is for three, 45-minute group classes (6-8 students per class) on Monday and Tuesday afternoons, beginning at 4:15 p.m.

ESSENTIAL JOB FUNCTIONS

This position teaches beginning and intermediate keyboard techniques, including keyboard orientation and basic music theory and note reading as outlined in Alfred's All-in-One Course books. Instructor also personalizes student curriculum according to each student's ability. This position reports directly to the Arts Coordinator.

MINIMUM QUALIFICATIONS

- Piano and keyboarding experience
- Classroom management skills (minimum of 1 year)
- Strong interpersonal communication skills (position requires direct interaction with the public).
- Good organization skills and demonstrated ability to work well both as a team member and autonomously
- References will be contacted

APPLICATION AND SELECTION PROCESS If you are interested in this opportunity, please **submit your City of Sunnyvale employment application, a resume and cover letter** to the Department of Human Resources.

City application forms, completed in full; submittal of a resume and cover letter is required. Candidates are asked to fully describe any training, education, experience or skills relevant to this position. Electronic applications may be submitted on-line through the City's website at www.sunnyvale.ca.gov, click on JOBS or application materials may be submitted to: Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94086. Late or incomplete applications will not be accepted. **Responses that indicate "see resume" are considered incomplete. Please submit application materials as soon as possible to be considered for this position as this job posting may close without notice.** Employment is subject to change based on registration numbers.

SELECTION PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidate applications will be forwarded to the hiring department for review. Application materials will be evaluated for job-related skills, experience and education. Individuals with the best match to the position will be invited to participate in an interview.

Applications are reviewed on an ongoing basis and information regarding next steps in the recruitment process will be sent via email. Please check your email regularly for status updates. You may contact Faye Brand, HR Technician at: fbrand@sunnyvale.ca.gov or 408-730-3015 for recruitment updates.

Any candidate that is selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

ADDITIONAL INFORMATION

For more information regarding this employment opportunity, contact Nathan Truitt at (408) 730-7472 or email: Ntruitt@sunnyvale.ca.gov. For information relating to the application process contact Faye Brand, Human Resources Technician at (408) 730-3015 or email: fbrand@sunnyvale.ca.gov.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.sunnyvale.ca.gov>
OR
505 West Olive Ave., Suite 200,
Sunnyvale, CA 94086

EXAM #17-00242
RECREATION INSTRUCTOR - PIANO KEYBOARD
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Recreation Instructor - Piano Keyboard Supplemental Questionnaire

* 1. **Instructions for completing the supplemental questionnaire:**

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes.

Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously. The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

****Responses to the supplemental questions that indicate "see resume" are considered incomplete.*** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

☐Yes ☐No

* 2. Are you a current City of Sunnyvale employee?

☐Yes ☐No

* 3. Are you 18 years of age or older?

☐Yes ☐No

* 4. Please describe in detail, your piano and keyboard experience.

* 5. Please list your classroom management experience and skills (minimum of 1 year).

* 6. Applicants must submit a cover letter and resume. The cover letter and resume may be attached to the online application or emailed to Faye Brand, HR Technician at fbrand@sunnyvale.ca.gov. Documents must be submitted as soon as possible to be

considered for this position. Have you included a cover letter and resume with your application?

☐ Yes

☐ No

☐ I will email a cover letter and resume to Faye Brand at fbrand@sunnyvale.ca.gov.

* Required Question