



The City of Simi Valley is accepting applications for:
Assistant Community Services Manager

This recruitment is open until filled and may close at any time. **The first review of applications will occur on February 4, 2019, or when 75 applications are received, whichever occurs first.**

Salary: \$61,402 — \$78,499 annually, plus excellent benefits.

The Position: Assists in overseeing and coordinating operations of an assigned Community Services Center including promoting activities and programs of the center; implements program goals and objectives; oversees daily operations; prepares a variety of financial and statistical reports; responds to a variety of questions and inquiries regarding the center; and performs a variety of administrative and professional tasks in support of assigned area of responsibility.

Ideal Candidate:

The ideal candidate will possess:

- Significant customer service experience and some supervisory experience, preferably in the public sector.
- A vibrant and empathetic demeanor.
- A can do attitude

The ideal candidate will also possess the following attributes:

- Strong organizational skills and the ability to prioritize tasks, and work on different projects with competing deadlines.
- Strong work ethic and leadership skills.
- Familiarity with state and federal grant reporting guidelines.
- Experience making presentations to, and working with Councils and Boards.
- Experience working with volunteers.
- Excellent writing skills, an articulate oral communicative style, & the ability to clearly communicate to a variety of populations.
- The ability to produce professional quality comprehensive reports and directly oversee the preparation of reports and documents prepared by subordinate staff.

Minimum Qualifications: Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in community services, business administration, or a related field.

Experience: Three years of increasingly responsible administrative experience.

Selection Process: Candidates who possess the best combination of qualifications will be invited to interview; an interview is not guaranteed.

Applicants seeking Veteran's Preference must submit form DD214.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.

AN EQUAL OPPORTUNITY EMPLOYER
ENCOURAGING WORKFORCE DIVERSITY

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked at any time.

How to Apply: Apply online at www.Calopps.org. Questions? Contact Human Resources via e-mail at jobs@simivalley.org or call (805) 583-6743. Resumes are not accepted in lieu of the City's application.

Benefits:

- Retirement: CalPERS 2% @ 55 or 2% @ 62 defined retirement plan. Employees currently pay a 7% contribution.
- Medical: \$136/mo, plus up to \$2,040.18/mo in "Simiflex Dollars," (cash to offset the cost of health or other optional benefits)
- Dental: A PPO and HMO plan are available. Employee cost ranges from \$0 to \$52 per month.
- Vision: A plan is available with a cost of \$2.66 per month.
- Life Insurance: \$101,000 for employees and \$5,000 for each dependent is provided at no cost.
- Disability Insurance: Paid by the City.
- Retirement Health Savings Plan: \$200 per month.
- Deferred Compensation: 401 (k) plan, the City will match employee contribution up to \$185.83 per month.
- Annual Leave (Vacation & Sick Leave): 227.5 hours/year - first five years, 267.54 after five years; & 279.5 after ten years.
- Holidays: 11 paid holidays per year (paid at eight hours each), as well as an 8-hour floating holiday.
- Alternative Work Schedule: Many City positions work a 9/80 schedule with alternative Monday or Friday off.

CITY OF SIMI VALLEY
Supplemental Employment Questionnaire
Assistant Community Services Manager

This supplemental questionnaire will be a tool in the evaluation of your qualifications for this position. The information that you provide will be evaluated along with your completed application. Please answer the following questions using a separate sheet of paper.

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.

Responses to the supplemental questions that indicate "see resume" or "see application" are considered incomplete.

1. By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire.

Additionally, I certify that I have completed this 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. Please list any special training and/or college course work that relates to working with senior citizens.
 3. Please describe the most responsible administrative functions you have performed and how that experience relates to senior services or facility management. Include where (employer) and when (dates) you gained this experience.
 4. Describe your experience administering grants, coordinating projects, classes, activities, or events. Include where (employer) and when (dates) you gained this experience.
 5. Describe your experience working with other public agencies, non-profit organizations, or community service providers.

Please sign and date the questionnaire and attach it to your completed City of Simi Valley application.

"I declare the statements on this supplemental questionnaire are true and correct to the best of my knowledge."

Name (**please print**)

Name (**signature**)

Date