



The City of Simi Valley is accepting applications for:
Community Services Aide (Senior Center)
(Part-time)

This recruitment is open until filled and may close at any time. The first review of applications will occur on **November 13, 2018, or when 75 applications are received**, whichever occurs first.

Salary: \$16.78—21.43 per hour, plus excellent benefits.

The Position: Performs a variety of duties and responsibilities in support of Community Services Center activities including monitoring rental activities, providing assistance to facility users and assisting with center programs; gathers data and statistics of center activities and prepares necessary reports; and responds to a variety of inquiries from outside agencies and the community.

The ideal candidate will possess the ability to:

- utilize office equipment, including computers and related software.
- work in a commercial kitchen.
- be professional and courteous to the public.
- follow concise directions.
- be an effective communicator.

Must be willing to work part-time, Monday through Friday. Hours will most likely be from 9 a.m. to 2 p.m.

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:

Equivalent to the completion of the twelfth grade and one year of clerical experience is desirable.

Apply online at www.Calopps.org.

Questions? Contact Human Resources via e-mail at jobs.simivalley.org or call (805) 583-6743.

Instructions for Completing Applications and Supplemental Questionnaires:

Employment applications must be complete, contain a minimum of ten years of experience (appropriately), and list gaps of employment. Resumes will not be accepted in lieu of the City's application materials.

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.

Benefits (Pro-rated for Part-time): **Defined Benefit / Pension Plan:** Retirement benefits calculated based on employee's years of service, age at retirement and final compensation (average salary over a specified period of employment); **Deferred Compensation:** 457 available with immediately vested City match and/or contribution; **Basic Life Insurance for employees and their dependents:** provided at no cost; option to purchase additional life insurance at our group rate is available; **Annual Leave:** Vacation & sick leave combined into one account; **Paid Holidays:** 11 paid holidays per year; **Annual Leave Cash Out:** Employees can cash out accrued annual leave; **Alternative Work Schedules:** Many positions offer a 9/80 schedule with alternative Monday or Friday off; **Tuition reimbursement:** Reimbursement for tuition and textbooks; **Coverage Start:** Health, Dental and Vision coverage beginning the 1st of the month following hire date; **Simi Flex Dollars:** Generous City contribution which in most cases covers the full cost of family health plan premium; **Health Plan:** Choice of multiple PPO and HMO options from Anthem, Blue Shield, Health Net, UnitedHealthcare and Kaiser; **Prescription Drug Plan:** Major retail options and mail order program; **Dental Plan:** Choice of PPO or HMO from Delta Dental; **Vision Care:** Provided by VSP for exams and eye wear; **Employee Assistance Program (EAP):** Confidential counseling and referral service to help employees and their household members resolve personal problems, provided by MHN; **Optional Insurance from AFLAC:** Available plans include accident, cancer, hospital and critical care.

CITY OF SIMI VALLEY
Supplemental Employment Questionnaire
Community Services Aide (Part-time)

This supplemental questionnaire is designed to obtain additional information about your education, training, and experience as it relates to this position. This form provides information, which may not be readily apparent through your work history as outlined in your job application.

It is essential that you complete both the City application and supplemental questionnaire completely and accurately. Resumes will not be accepted in lieu of this form. Please answer the following questions. Print or type your responses and be as concise and specific as possible in your answers.

1. Describe your experience and training performing food preparation or cooking in a commercial kitchen. Please include where (employer), your job title, and when (dates) you gained this experience.
2. Describe your experience supervising and training volunteers. Please include where (employer), your job title, and when (dates) you gained this experience.
3. Indicate your level of software experience.

Microsoft Word:	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Microsoft Excel:	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced

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**)

Signature _____

Date _____