



CITY OF SIMI VALLEY

Announcing an Outstanding Career Opportunity

Community Services Aide (Senior Center) Part-Time/Temporary



Salary: \$16.78 — \$21.43 per hour.

Position:

Performs a variety of duties and responsibilities in support of Community Services Center activities including monitoring rental activities, providing assistance to facility users, assisting with center programs, and works in a commercial kitchen as back-up to the Nutrition Services Worker; gathers data and statistics of center activities and prepares necessary reports; and responds to a variety of inquiries from outside agencies and the community.

This is a temporary, part-time position with varied hours, up to approximately 20 hours per week.

The ideal candidate will possess the ability to:

- work varied hours, including nights and weekends providing facility support.
- work with various computer systems.
- work in a commercial kitchen environment.
- be professional and courteous to the public.
- follow concise directions.
- be an effective communicator.

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 ASAP. This recruitment is open until filled and may close at any time.

Questions? E-mail jobs.simivalley.org or call (805) 583-6743.

Applicant Instructions:

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 WORK-FORCE 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.

The City of Simi Valley is an Equal Opportunity Employer

CITY OF SIMI VALLEY
Supplemental Employment Questionnaire
COMMUNITY SERVICES AIDE (SENIOR CENTER) (PART-TIME/TEMPORARY)

This supplemental questionnaire is designed to obtain additional information about your education, training, and experience as it relates to this position. 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. Please describe your clerical experience. Include where (employer) and when (dates) you obtained this experience.

2. Describe your experience monitoring facilities, including lighting, air, heat, and alarm systems. Please include where (employer) and when (dates) you obtained this experience.

3. Describe your customer service experience. Please include where (employer) and when (dates) you obtained this experience.

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