



The City of Rocklin invites applicants for

Events Venue Specialist Part-Time

(Program Assistant I/II)

Hourly Salary \$15.00 – \$17.02 (DOQ)

No Benefits

OPEN UNTIL FILLED



THE POSITION

This is a temporary at-will position and does not offer benefits. Duties may include, but are not limited to the following:

- Sets up and breaks down tables and chairs.
- Performs janitorial duties before, during, and after events.
- Sets up AVA equipment at venue site.
- Checks clients in and out of City venues.
- Ensures client needs are met.
- Performs light clerical duties such as answering phones, and processing and preparing written correspondence.

APPLY HERE

A resume will not be accepted in lieu of the City application.
The application must be completed in its entirety.

Knowledge of:

- Customer service principles and techniques.

Ability to:

- Apply customer service techniques.
- Work well with volunteers, staff, and the public.
- Follow directions.
- Communicate effectively and tactfully.
- Lift objects weighing up to 50 pounds.

Minimum Qualifications:

- Must be at least 18 years of age
- Equivalent to a high school diploma

License Requirements:

- A valid California Class C driver license with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.
- A DMV driving record printout must be provided along with the application. The printout must be dated within two (2) months of your application for this recruitment.

THE SCHEDULE

The work schedule will be based on the needs of the department and an employee will work no more than 28 hours per week, not to exceed 999 hours in a fiscal year (July 1st through June 30th).

Depending on the event, scheduling needs are between the hours of 6:00 a.m. and 2:00 a.m.

Night and weekend availability is required.

The City of Rocklin is an Equal Opportunity Employer and encourages applicants from diverse backgrounds to apply. Many job classifications require a pre-employment medical screening. Depending on the job classification, medical screening may include testing for drugs, including but not limited to marijuana; a positive test may result in revocation of an employment offer.

