



2220 Magnolia Street, Ceres, CA 95307 Phone: (209) 538-5772 or (209) 538-5747



## CITY OF CERES

***ANNOUNCES A JOB OPPORTUNITY FOR***

# **Abandoned Vehicle Abatement Officer**

**\$19.09 hourly**

**(approximately 16 hours per week)**

***Part-time position not eligible for City benefits***

**APPLY: [www.CalOpps.org/city-of-ceres](http://www.CalOpps.org/city-of-ceres)**

**OPEN: Monday, July 9, 2018**

**CLOSED: Friday, July 20, 2018**

***(Or until 100 applications are received, whichever occurs first)***





The City of Ceres is located in the Central San Joaquin Valley, 80 miles south of Sacramento and 95 miles east of San Francisco, in the heart of Stanislaus County. Ceres is in one of the Central Valley's richest and most diverse agricultural areas and is the home of the new \$14 million County Agriculture Center. Even the name "Ceres" originates from the Roman goddess of agriculture.

The City enjoys a comfortable climate, with 12 inches of rainfall annually. The average low winter temperature is 38 degrees Fahrenheit, the average high temperature in spring and fall is 85 degrees Fahrenheit, and the average high in the Summer is 90 degrees. The Tuolumne River forms part of the northern boundary.

Ceres is a growing community with a heartfelt commitment to retaining its small neighborhood personality. Businesses, organizations, and nonprofit community service groups band together for a number of activities throughout the year. Events such as the annual Downtown Street Fair in May, summertime concerts in the park, Halloween Fun Festival, and the Christmas Tree Lane opening are well attended by the community. City government: City Manager's Office/Administration (City Clerk, City Attorney), Finance, Human Resources/Risk Management, Police, Fire, Community Development (Engineering, Planning, Building/Permits), Recreation, Public Works, Water, and Wastewater Utilities.

**For more information visit: [www.ci.ceres.ca.us](http://www.ci.ceres.ca.us)**

## THE POSITION

Performs work to address abandoned vehicle abatement and occasional property maintenance issues within the City. This is a part-time, non-regular, grant-funded at-will position. As such, the position is not eligible for city benefits and the individual may be released from the position without cause.

## ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- ♦ Respond to and investigate complaints either from the public or self-initiated of abandoned vehicles within city limits
- ♦ Take appropriate and authorized action to abate abandoned vehicles per state and local regulations
- ♦ Prepare necessary reports, provide statistics or other documents as necessary for program reporting
- ♦ Provide assistance with other property maintenance and blight mitigation activities.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## QUALIFICATIONS

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### REQUIREMENTS

- **License or Certificate:** Possession of a valid California driver's license.
- **Tools and Equipment Used:** Ability to use a two-way radio, telecommunication devices, and computers.

## QUALIFICATIONS - CONT.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee may occasionally lift and/or move up to and including 25 pounds unassisted. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT

While performing the duties of this job, the employee occasionally works in outside weather conditions, and be exposed to vehicle exhaust emissions. The noise level in the work environment is usually quiet in the office to moderately noisy in the field.

## APPLICATION & SELECTION PROCESS

**APPLY AT [www.CALOPPS.org](http://www.CALOPPS.org)** To be considered applicants must submit a completed on-line City of Ceres employment application on the CalOpps website: [www.calopps.org](http://www.calopps.org). Incomplete, faxed, emailed or hard copy applications and resumes in lieu of a CalOPPS application will not be accepted.

**APPLICATION EVALUATION TEST** The qualifications of each applicant, as set forth in the application, will be continuously reviewed by the Department Head and Human Resources. Applicants who pass the initial Application Evaluation Test will advance to the next testing phase. Note: Meeting the minimum qualifications does not guarantee advancement.

**INTERVIEW TEST AND EMPLOYMENT LIST** Candidates will be invited to interview before a panel of subject matter experts. Candidates who achieve a passing score will be placed on a six (6) month Employment Eligibility List.

**SELECTION PROCESS AND BACKGROUNDS** The top three (3) scores will be referred to the Department Head for a selection interview. Candidates must satisfactorily complete a thorough background investigation.

**PRE-EMPLOYMENTS** Candidates who receive a Conditional Employment Offer will advance to the pre-employment screening to include fingerprinting and medical examinations.

NOTE: Information contained herein does not constitute an expressed or implied contract, and is subject to change without notice.

## EQUAL OPPORTUNITY EMPLOYER

### **The City of Ceres Complies with the Americans with Disabilities Act**

The City considers all reasonable accommodations for the disabled to participate in employment, programs and facilities. Please notify Human Resources in writing and in advance of any/all testing to request special accommodations during the recruitment and examination processes. Written medical verification may be required to determine appropriate accommodations.

