



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

PROGRAM LEADER I

(Casual Building Attendant I)

#20C - 3

(CASUAL/HOURLY)

Up to 20 hours per week

SALARY:

\$18.98 - \$21.98

Open Continuous

(Opened 1/1/2020)

Application Process

Apply online at

www.CalOpps.org

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. The most qualified applicants will be asked to participate in the testing process, which will consist of an interview with Parks, Recreation and Community Services Department staff.



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The City enjoys an average of 255 sunny days a year, which it boasts via the City slogan: "Climate Best by Government Test." We are a

community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a core purpose, vision, and mission that represent our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

"Core Purpose" - Build a Great Community Together

Vision - A community where people of all backgrounds and income levels can thrive.

Mission - Building a welcoming Redwood City through collaboration, responsiveness and excellence.

ABOUT THE POSITION

The City of Redwood City Parks, Recreation & Community Services Department invites you to apply for the casual position of Building Attendant. This position requires weekday and weekend shifts, and may include both daytime and evening hours. A person in this classification will work flexibly, up to 20 hours per week. Hours and locations will vary across multiple community centers, and Building Attendants will be required to open and/or close the facility as needed.

Typical duties include, but are not limited to: provide excellent customer service to youth, teens, adults, and seniors; oversee the use of the facility insuring that patrons conform to established City and building rental policies and procedures; perform classroom and multi-purpose room set-up and breakdowns for classes, meetings, and building rentals; perform front desk customer service functions; perform minor clean-up as needed including, cleaning bathrooms, floors, windows, counter tops, and emptying garbage; lock and unlock doors; secure building; set up supplies and equipment as dictated by program needs; and perform related duties as assigned.

THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will be an enthusiastic self-starter who anticipates the needs of staff and patrons; will be detail-oriented and able to manage multiple tasks and programs; will be a team player, but has the ability to work independently; will enjoy working with a variety of City staff, the public, and will have a sense of humor.



BENEFITS

The successful candidate will enjoy the following benefits:

- This is a non-benefited casual position.
- Casual employees may not work more than 1000 hours per year.
- Casual employees will receive sick leave in accordance with State Law.

CITY VALUES

Our Core Purpose:

Build a Great Community Together

The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Experience

Customer service or facility related experience preferred.

Licenses & Certificates

- Incumbent may be required to travel between various facilities during their scheduled work shift.
- Possession of a valid California Driver License with a satisfactory driving record is preferred.

Knowledge of:

- Phone and verbal customer service procedures
- Microsoft desktop applications including Word, Excel, and Outlook
- Usage of computers
- Basic custodial and building maintenance procedures
- Safe work practices

Ability to:

- Work independently without direct supervision
- Solve problems independently, while adhering to City policies and procedures
- Deal effectively with groups of all ages and create positive relationships with building patrons, instructors, and co-workers
- Prioritize tasks and complete them on own initiative
- Ability to learn recreation software to produce documents and perform tasks such as: daily facility calendar, facility check-in, class roster, and attendance sheets
- Understand and carry out both oral and written directions
- Establish and maintain a positive work relationship with those contacted in the performance of required duties
- Communicate verbally in both English and Spanish (Bilingual) is preferred, but not required.

A City application is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check (For candidates who possess a valid California Driver's License)
3. Fingerprint Check

Prior to appointment, candidates will also be required to pass a TB Test at no cost to the candidate.

For the candidates who are under 18 years old at the time of hire, an official work permit from school is required. Once the candidates turn 18, they will be required to pass a fingerprint check.

[The City of Redwood City is proud to be an Equal Opportunity Employer!](#)

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Any provisions contained in this bulletin may be modified or revoked without notice.