



# City of Perris, California

## EMPLOYMENT OPPORTUNITY

### Program Coordinator

\$27.15 - \$33.01 Per Hour (Step A - E)

Plus Excellent Benefits

Note: This position is assigned to the City's Public Health Division

**Deadline to Apply: February 22, 2019**

#### DEFINITION

Under general direction, to assist in planning, organizing and implementation of assigned programs, requiring extensive face-to-face interaction with the public and interest groups; to provide administrative support and program assistance to the reporting Manager; and to foster cooperative working relationships with various public and private groups.

#### SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff including contract, temporary and volunteer staff.

#### MINIMUM QUALIFICATIONS

Experience: One year of work experience in human services, public social services, public recreation services; including administrative support and customer service experience. Experience in public health and sustainability is desirable.

Training: Equivalent to a high school diploma plus additional broad specialized training equivalent to a two-year college program, supplemented by college level course work in social and/or public services, grant and program development and proposal writing and administration. A Bachelor's degree is desirable.

License or Certificate: Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Become a part of a growing and exciting team. Perris provides an excellent career advancement opportunity. If you are looking for new challenges and an incredible career move, JOIN OUR TEAM today. Perris offers a great location, a challenging and rewarding work experience and outstanding benefits!

#### JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: Principles and practices of program development, implementation, review, and evaluation. Principles and practices of social services and public service programs. Principles and procedures of record keeping and report preparation. Applicable Federal, State, and local laws, codes, and regulations. Basic mathematical principles and operations. Principles and practices of contract/volunteer staff supervision, including work planning, assignment, review and evaluation and the training of work procedures. Principles and practices of program administration, including budgeting, purchasing, and basic supervision; principles and practices of municipal government budget preparation and administration. Methods and techniques for writing and presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques and procedures. English usage, grammar, spelling, vocabulary, and punctuation. Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations. Skill to: Operate modern office equipment including computer equipment and software applications. Type and enter data at a speed necessary for successful job performance. Operate a motor vehicle safely. Ability to: Plan, oversee, coordinate, review, and evaluate assigned program operations and activities. Understand program objectives and able to consistently translate them into meaningful program services and activities. Utilize demographic and bio statistical data and information to evaluate program needs and to better utilize and direct funds to the core needs and objectives of the program. Instruct and provide leadership to assigned staff and the community. Work cooperatively with other departments, City officials, and outside agencies.



Great location, incredible opportunity.



# General Benefits Overview

The City offers an exceptional benefit package for full-time regular positions.

## APPLICATION PROCESS

For optimal consideration apply immediately. Applications must be postmarked or received in the City of Perris Division of Human Resources before 5:00 p.m. February 22, 2019. The City of Perris does not accept faxed applications. Applications require an original signature.

This position is assigned to the City's Public Health division and there exists one vacancy to be filled by this recruitment.

Submit your application to:

Division of Human Resources  
101 North "D" Street  
Perris, CA 92570  
(951) 943-6100

Download a City Application at:  
[www.cityofperris.org](http://www.cityofperris.org)  
EOE / ADA

## SELECTION PROCESS

Possession of the minimum qualifications does not ensure that an applicant will be invited to the next phase of the examination process. The City reserves the right to invite only the most qualified applicants to participate in successive parts of the process. Accepted candidates may be required to pass a background investigation and a physical examination at the City's expense. In compliance with the Immigration Reform and Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required original documentation.

Open and Competitive Application  
Deadline to Apply: February 22, 2019

Posted: January 25, 2019

**Holidays:** The City observes twelve (12) holidays per year.

**Vacation:** Accrual of eight (8) hours of vacation per month of service for years one (1) through five (5) of employment (maximum of 240 hours accrual).

**Paid Leave:** Six (6) hours of sick leave per month of service (maximum of 280 hours accrual). Other leaves provided include bereavement (up to 5 days) and jury duty leave.

**Retirement:** Retirement benefits shall be provided at 2% @ 60 PERS retirement formula for existing PERS members or 2% @ 62 for new hires entering the CalPERS system for the first time (pursuant to the City's contract with PERS and as required by law). The employee is responsible for the full member contribution.

**Health Benefits:** Several medical plans are offered. The City currently pays one thousand six hundred seventy six dollars and seventeen cents (\$1,676.17) towards a medical plan premium for employee and dependents.

**Dental/Vision:** The City's dental plan pays up to sixty (\$60.00) dollars per month of the premium for either the Dental HMO or PPO. The City also provides vision-care reimbursement up to four hundred fifty (\$450.00) dollars.

**Educational Incentive:** Employees who hold a verified Bachelor's degree from an Accredited University, who's current position's classification specification does not require a Bachelor's degree as a minimum qualification, will be eligible to receive a five (5%) percent educational incentive pay to his/her base salary hourly rate. Employees who hold a verified Master's degree from an Accredited University, who's current position's classification specification does not require a Master's degree as a minimum qualification, will be eligible to receive a two (2%) percent educational incentive pay to his/her base salary hourly rate.

**Bilingual Compensation:** Bilingual compensation is available for oral and written translation for those employees whose duties include enforcement, public counter or reception responsibilities, as needed and on a case by case basis. Premium pay varies from (\$100.00 – \$125.00) per month.

**Educational Reimbursement:** The Educational reimbursement program consists of full reimbursement up to the limit of two thousand (\$2,000.00) dollars per fiscal year, per eligible employee. Specific courses, degree and certificate programs require pre-authorization by the City Manager's Office.

*Restrictions may apply. All of the above benefits are subject to change by the current Memorandum of Understanding between the Municipal Employees Relations Representative of the City of Perris and Local 911 of the California Teamsters Public, Professional and Medical Employees Union.*

