



City of Perris, California

EMPLOYMENT OPPORTUNITY

Project Coordinator

\$33.25– \$40.41 Per Hour (Step A - E)

Deadline to Apply: April 6, 2018

DEFINITION

Under direction, perform a wide variety of complex and technical level duties involving, projects, studies, and activities related to the implementation and administration of the assigned department, division, function, activity, or project for the City; serve as staff liaison to various local organizations, departments, and City functions, and the public on assigned matters; provide highly responsible and complex assistance to various levels of the administration and management, such as supervisors, managers, assistant directors, directors, and City management.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

MINIMUM QUALIFICATIONS

Experience: Three (3) years of project type related experience from inception to project delivery; proven work experience in a project coordinator or similarly responsible role. **Training:** Bachelor's degree from an accredited college or university with major coursework in business, economics, engineering, public administration, urban planning, or related field.

License or Certificate: Possession of or ability to obtain a valid California driver's license and proof of automobile liability insurance as required by the position.

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: Project coordination and management, from planning to deliverables. Familiarity with risk management, and quality assurance, and control of processes. Microsoft office and project management software. Basic theories, principles, and practices used in municipalities, business, and federal government. Pertinent Federal, State, and local laws, codes, and regulations including those relating to City functions and administration. Recent developments, current literature, research methods, and sources of information related to program and project management. Statistical methods and research processes applicable to area of assignment.

Skill to: Organizational skills, including multi-tasking and time management. Strong client-facing and teamwork skills. Communicate, speak, and write well. Operate modern office equipment including computer and applicable software applications such as word processing, spreadsheets, and databases. Operate a motor vehicle safely.

Ability to: Perform thorough research and analysis related to program/project, including quantitative and statistical analysis. Prepare and interpret flowcharts, schedules, and action plans. Learn to explore and evaluate planning and project implementation alternatives in terms of goals and long-range and short-range objectives. Participate in coordinating planning and project implementation activities; serve as a liaison between various public agencies. Operate within budget allocation; track and report on budgets.



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 6:00 p.m. April 6, 2018. The City of Perris does not accept faxed applications. Applications require an original signature.

There currently exists one vacancy to be filled by this recruitment. The position will be assigned to the Public Works Department.

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
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.

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Posted: March 5, 2018

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 seven hundred twenty-four dollars and forty-four cents (\$1,724.44) 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.

