



CITY OF PERRIS

Division of Human Resources

101 North "D" Street
Perris, California 92570
Tel: (951) 943-6100
Fax: (951) 943-4246

EMPLOYMENT OPPORTUNITY Temporary Part- Time Program Assistant \$16.00 - \$18.00 Per Hour / DOQ

The position is assigned to the Perris Green City Farm Community Garden Program

Deadline to Apply: February 2, 2018

DEFINITION

Under general direction, to assist in planning, organizing and implementation of the Perris Green City Farm Community Garden Program, requiring extensive face-to-face interaction with the public and interest groups; to provide administrative support and program assistance to the reporting Manager.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: Principles and practices of social services and public service program development, implementation, review, and evaluation. Principles and procedures of record keeping and report preparation. Applicable Federal, State, and local laws, codes, and regulations. Principles and practices of program administration, including budgeting, purchasing, and basic supervision. Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations. Techniques for providing a high level of customer service by effectively dealing with the public, agencies, contractors and staff.

MINIMUM QUALIFICATIONS

Experience: One year of work experience in human services, public social services, public recreation services, or municipal services; including administrative support and customer service experience. **Training:** Equivalent to a high school diploma supplemented by college level course work in social and/or public services. Associate of Arts degree from an accredited college or university is highly desirable. **License or Certificate:** Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance. **Special Requirements:** *Essential duties require the following physical skills and work environment:* Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations; availability for irregular / evening work schedule.

SELECTION AND APPLICATION 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. For optimal consideration apply immediately. For optimal consideration apply immediately as the position is open until filled and may close without notice. The City of Perris does not accept faxed applications. Applications require an original signature. Download a City Application at www.cityofperris.org.

Submit your application to:
Division of Human Resources:
101 North "D" Street, Perris, CA 92570
(951) 943-6100

Equal Opportunity Employer: *The City encourages applications from all qualified candidates without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person. The City complies with the Americans With Disabilities Act. Reasonable accommodation requests should be submitted in writing with the job application.*

Posted: January 12, 2018