



City of Diamond Bar
Human Resources Division
21825 Copley Drive
Diamond Bar, CA 91765-4178
www.DiamondBarCA.gov (909) 839-7000

Announcing a job opening for:
COMMUNITY SERVICES SPECIALIST/PART-TIME/INTERMITTENT
Field Attendant

SALARY: \$16.75 - \$22.44 per hour. (This is a part-time position and receives no benefits.)

APPLICATION FILING PERIOD: CLOSING DATE: Monday, January 30, 2012, 5:00 p.m. A completed City application must be submitted to the City of Diamond Bar – Human Resources, 21825 Copley Drive, Diamond Bar, CA 91765-4178 within the filing period. No faxes or late postmarks will be accepted.

THE POSITION: The City of Diamond Bar Community Services Division is seeking a highly energetic, customer service oriented individual to join its team on a part-time basis. Actual work hours and schedule vary according to program and participant needs; and the majority of hours will include weekends (8:00 a.m. – 10:00 p.m.) and weekday evening assignments (4:00 p.m. – 10:00 p.m.). This position is classified as at-will intermittent/part-time with no benefits provided. Intermittent part-time positions average 19 hours per week and no more than 1,000 hours in a twelve (12) month period. Under the direct supervision of the Recreation Superintendent, the Part-Time Community Services Specialist will assist in the reservation of athletic fields and field operation at all City parks and Lorbeer Middle School. Field operations will include: verifying athletic organization's usage permits; monitoring Skate Park and facility opening and closing; communicating with all local sports organizations, providing maintenance feedback to supervisor(s); monitoring of picnic and other facility reservations and use of ball field lights; providing positive customer service to City Departments and the general public. This position will provide some direction to part-time staff and/or volunteers; monitor, secure, and direct the proper and safe use of program facilities by staff and the general public; evaluate program delivery and needs, and make recommendations, as appropriate; identify maintenance and safety issues at program facilities and coordinate repairs as appropriate; recommend and follow-up on acquisition of equipment, supplies, and services for assigned program; maintain equipment and inventory records; maintain program record systems and prepare, coordinate, and distribute publicity and marketing; provide information, program registration, and assistance to the general public; may represent the City at community and professional organizational meetings as assigned; prepare and present comprehensive written and oral reports; operate specialized equipment necessary for program delivery including a computer, calculator, telephone and portable radio; administer and monitor program contracts and agreements per established guidelines; perform other duties as required for the efficient and effective operation of assigned areas of responsibility.

QUALIFICATIONS: May include but, are not limited to the following: Knowledge of theories, principles, practices, and programs common to the field of recreation and community services; modern office methods, practices, and procedures including operating a computer, calculator, telephone, and portable radio; supervision of part-time and volunteer staff; and techniques of marketing, budgeting and public relations and promotion for program area. Ability to communicate effectively orally and in writing and make oral presentations; work well and collaboratively with other City departments and agencies with regards to division activities and programs; establish and maintain effective cooperative working relationships with City officials, supervisors, co-workers, and the general public; understand and respond to public and staff requests for assistance both on the phone and in person; prepare detailed and accurate narrative reports, perform complex numerical analyses and sort/file documents. Must be able to sit for up to two (2) hours at a time, lift up to 50 pounds, and get from one location to another in the course of doing business.

Education and Experience: Any combination of education, experience, and/or training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be at least two (2) years of college level work in an applicable field and two (2) years of progressively responsible experience in a municipal recreation program or equivalent. Must possess and retain a valid California Class "C" Driver's License throughout employment. Successful completion of certified CPR, and first-aid training is required after appointment.

SELECTION PROCESS: Candidates whose education, experience and/or training appear to best meet the needs of the City will be invited to participate in the Selection Process, which may include any combination of the following component(s): **Oral Interview: 100%**

After a conditional offer is made, the candidate must pass a pre-employment background investigation and medical examination, including a drug/alcohol screen. Applicants with legal disabilities who require special testing arrangements must contact Human Resources at least five (5) days prior to the scheduled examination date. The provisions of this bulletin do not constitute an expressed notice. The City of Diamond Bar does not discriminate against minorities, women, or persons with legal, mental, or physical disabilities. The City of Diamond Bar is an equal opportunity employer. 11-2011

The City of Diamond Bar

The City: One of the youngest cities in California, Diamond Bar balances a relaxed country lifestyle with an affluent business environment. Incorporated in 1989, the city is located within a thriving economic region of Los Angeles County. The City is served by award-winning school districts and offers a variety of recreational facilities and amenities, including 9 parks, a public golf course, a Little League sports complex, and the Diamond Bar Center, a 22,500 square foot state-of-the-art facility. The quality of life in Diamond Bar has consistently been a top priority and a focus of the community. The City's supportive municipal structure features a customer service oriented staff and a streamlined process. The City of Diamond Bar is primarily a residential community of about 60,000 and the City covers approximately 15 square miles. The City utilizes City Council-City Manager form of government, and has 47 full-time and 61 part-time employees. The City contracts for many of its services.
