

The City of Hesperia is hiring for

PART-TIME ADMINISTRATIVE INTERN



— Current Vacancy —
Finance Division



\$12.00—\$15.00 per hour

Not to exceed 960 working hours per fiscal year

FINAL FILING DATE: OPEN UNTIL FILLED

Applications will be reviewed on a monthly basis and candidates will be contacted accordingly

This position participates in the adjusted workweek schedule (see reverse side of flyer for complete details)

Examples of Duties: Under general direction, assists the Finance Division staff with day-to-day tasks and operations. The City's Internship program is designed to give students an inside perspective at the City of Hesperia's employment opportunities and to enhance educational goals.

Examples of Job Function: Assist the Finance Division staff with general accounting duties, which may include preparation of periodic reports, input accounts payable and purchase order data, the reconciliation of statements, and assist with the division's records retention program. The incumbent may participate in special projects; assists utility customers on the phone or at the public counter with questions regarding account and posting of payments; and performs other related and peripheral duties as required and necessary.

QUALIFICATIONS

Must be a student in good standing at an accredited college or university with a career goal of entering governmental accounting and on the path to completing a Bachelor of Arts Degree with a concentration in accounting, financial management or a closely related field. Student must be currently enrolled in upper division coursework or have junior standing.

License or Certificate: Possession of, or ability to obtain, a valid class "C" California driver's license.

Knowledge, skills and abilities: Must be able to develop working knowledge of financial data collection compilation, analysis, report writing; public budgetary methods and practices, computer software (e.g. Word and Excel) and other commonly used financial software programs and software applications; research, interpret, and analyze data; read, understand, and interpret regulations, policies, procedures and simple financial and economic documents and statements; establish and maintain cooperative working relationships; understand and follow verbal and written directions; analyze unusual situations and resolve through application of City/department policy.

Working conditions: Position requires prolonged sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, repetitive hand movement, fine eye-hand coordination, near vision in preparing and reading statistical reports and entering data using a computer keyboard, and acute hearing is required when providing phone service and communicating in person. Noise levels are moderate to loud when indoors. The need to lift, carry, drag, and push equipment, supplies, and files weighing up to 40 pounds or more in the performance of daily duties may also be required.

Selection Process: All interested applicants are required to submit a City application online through the City's website, by mail, or in person. All applications will be screened and only those candidates who best match the needs of the City will be invited to compete further in the selection process. Based on the qualifications from this recruitment's applicant pool, the City will exercise its discretion to determine the weight of testing (100%, pass/fail, or a conversion 40%-60%). Testing may include a written, interview, and/or assessment examination. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date.

Applications Available: On the City's website at www.cityofhesperia.us, at City of Hesperia City Hall, 9700 Seventh Avenue, Hesperia, CA 92345 or call the City of Hesperia Job Line at (760) 947-1100 to have an application mailed.

POSTMARKED APPLICATIONS WILL NOT BE ACCEPTED

RECRUITMENT FIN - 16-11-29 11/2/16

SPECIAL EMPLOYMENT CONDITIONS

All part-time employees are considered at-will and receive the following benefits:

- Sick leave (24 hours per year—eligible for use on the 90th day of employment)
- Required participation in the Medicare and Social Security programs

ADJUSTED WORKWEEK SCHEDULE

Management is authorized to change normal work schedules for new employees to include closed Fridays, Saturdays, and potentially Sundays to serve the customer service needs of the City and save overtime costs. Reasonable notice of two weeks must be provided unless the normal work schedule change is mutually agreed to by the supervisor and employee.

THE COMMUNITY

Serving as the Gateway to the High Desert, the City of Hesperia is conveniently located at the foot of the San Bernardino Mountain Range, 35 miles north of San Bernardino, 90 miles northeast of Los Angeles, and 195 miles south of Las Vegas, at the intersection of Highway 395 and Interstate 15. With an elevation of 3,250 feet, Hesperia is one of the largest cities in California, with an area of approximately 75 square miles, its adopted sphere of influence extends its geographic reach by an additional 36 square miles. Incorporated in 1988, the City of Hesperia's population is approximately 96,000. Hesperia offers the best of Southern California lifestyle with clean air, over 350 days of sunshine and deep blue skies that attract businesses and residents alike. With its strategic location, Hesperia is posturing itself to be a major distribution and logistics hub in the Southern California Region.

CITY GOVERNMENT

The City of Hesperia is a general law city with a council-manager form of government. Hesperia has a five member City Council who are elected at-large to staggered, four-year terms. Council members also serve as the governing board of the Water District and Fire District. With a full time staff of 174, city departments include: City Manager (City Clerk and Information Technology), Management Services (Finance and Human Resources/Risk Management), Development Services (Building and Safety, Engineering, Planning, Animal Control, Code Enforcement), Public Works (Street Division and Water Division), and Economic Development. The City contracts for its Police and Fire services from the County of San Bernardino.

ADA COMPLIANCE REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Hesperia makes reasonable accommodation for the disabled, including an obligation to ensure that only the essential duties of the position are required to be performed. Individuals with disabilities requiring any accommodation, in order to participate in the testing process, must inform the Human Resources Division of the City of Hesperia in writing no later than the final filing date as stated on the job flyer. Also, those applicants needing such accommodations should document this request, including an explanation as to the type and extent of accommodations as well as documentation from a qualified authority of the requirements needed to participate in the selection process and/or perform the duties of the job for which they have applied.

IMMIGRATION LAW

All new employees hired by the City must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986.

BACKGROUND CHECK

Prior to appointment, all candidates must successfully pass a confidential background investigation, which includes fingerprinting, drug and alcohol testing and medical examination.

The provisions of this bulletin do not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

There is a no smoking policy in effect within City offices and vehicles.

**AN EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES, AND DISABLED INDIVIDUALS
ARE ENCOURAGED TO APPLY
THE CITY OF HESPERIA IS A DRUG-FREE WORKPLACE**

