

City of Hesperia

NOW ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION
Community Relations Specialist

\$5,269—\$6,424 per month

(Excellent fringe benefits including CalPERS Retirement)

FINAL FILING DATE: August 2, 2019 at 4:30 P.M.

CM-19-07-001 (July1, 2019)



SELECTION PROCESS

All interested applicants are required to submit a City application using the online employment application system. 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. Notifications are sent to applicants via email. *Email: hr@cityofhesperia.us *Please be sure to add email to your contacts list.

Please visit the Employment page at www.cityofhesperia.us to access the application and view full job description and expanded list of qualifications required for this position

THE POSITION

The Community Relations Specialist is the responsible for performing a wide variety of higher level professional, technical, analytical, and program management duties and activities in the design, implementation, promotion, and evaluation of City-wide programs within the areas of community outreach, emergency preparedness, environmental or other programs designed to ensure compliance with State and Federal mandates or at the request of City Management.

QUALIFICATIONS

The qualified incumbent will possess three (3) years of increasingly responsible experience performing complex and specialized duties in project management; Bachelor's degree from an accredited college or university in public or business administration, marketing, communications, environmental science or studies, or related field. Public agency experience and the knowledge and skill to use adobe design suite is highly desirable.

FRINGE BENEFITS

Non-Represented Professional/Supervisory Classification

- ◆ Prior Public Service—CalPERS Formula 2.7% @ 55 (Employee contributes 8% (employee cost) and 1% (cost sharing) of annual salary)
- ◆ CalPERS Pension Reform Formula 2% @ 62 (Employee contributes 6.75% (normal cost) of annual salary)
- ◆ Health Benefits – up to \$1,113 per month toward medical, dental and vision insurance
- ◆ City paid
 - ◆ Employee Only Premium for Dental Insurance
 - ◆ Employee Only Premium for Vision Insurance
 - ◆ Life Insurance (One times annual salary)
- ◆ Short Term and Long Term Disability Insurance participation required
- ◆ Vacation (80 hours accrued during first year)
- ◆ Administrative Leave 55 hours per fiscal year
- ◆ 12 paid holidays
- ◆ Sick leave (96 hours per year)
- ◆ 401(a) Deferred Compensation Plan (2% of salary—City paid)
- ◆ IRS 125 Plan Flexible Spending Accounts
- ◆ Employee Assistance Program available
- ◆ Tuition Reimbursement Program (Up to \$3,000 per fiscal year available for eligible employees)
- ◆ 457(b) Deferred Compensation Program available
- ◆ 9/80 Work Schedule/Adjusted Workweek Schedule participation required
- ◆ The City does not participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution



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.