



City of Hesperia  
**Open/ Competitive Opportunity**

**COMMUNITY RELATIONS SPECIALIST**  
**(\$5269 - \$6424 per month)**

**FINAL FILING DATE: FRIDAY, JANUARY 22, 2021 AT 4:30 P.M.**

**Duties:** The Community Relations Specialist is a non-represented Professional/Supervisory position responsible for 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 designed to ensure compliance with State and Federal mandates or at the request of City Management within such areas as community outreach, environmental and a focus on emergency preparedness.

**Qualifications:** Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Community Relations Specialist. A typical way of obtaining required qualifications is to possess the equivalent of 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 a related field; and a High School Diploma or GED. Public agency experience is highly desirable.

Please visit the Employment page at <http://www.cityofhesperia.us/660/Job-Classifications> to view full job description and expanded list of qualifications.

**Fringe Benefits:**

- 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 \$1,224 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)
- 457 (b) Deferred Compensation Program available
- IRS 125 Plan Flexible Spending Accounts available
- Employee Assistance Program available
- Tuition Reimbursement Program (Up to \$3,000 a fiscal year available for eligible employees).
- The City **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution

**\*\* Fiscal Year 2020-21 – Due to current fiscal constraints:**

- Merit step increases have been frozen.
- A furlough schedule has been implemented for Non-Represented employees to work 36 hours per week. Adjusted Workweek Schedule participation required.

**To Apply:** Interested applicants are required to submit a **City application, cover letter and resume**. 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.

To be considered for City employment, applications must be submitted using the online employment application system. This application can be accessed from the City's website at [www.cityofhesperia.us](http://www.cityofhesperia.us).