



EMPLOYMENT OPPORTUNITIES

Human Resources Department
1415 N. Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 ■ (626) 579-2107 FAX
www.ci.south-el-monte.ca.us
EQUAL OPPORTUNITY EMPLOYER

PUBLIC SAFETY OFFICER (Part-Time / At-Will Position) 20-25 Hours per week (Variable shifts) \$16.16 - \$20.20 per hour

POSITION SUMMARY: Under general supervision, performs non-sworn community safety assignments; acts as liaison between the community, the City's Public Safety Division and the Sheriff's Dept. for crime prevention programs. Duties may include: conducting neighborhood and business watch programs; enforcement of parking ordinances; patrolling residential and commercial areas and parks and making checks in response to residents' requests; coordinate special Public Safety Division functions and safety activities with the Los Angeles County Sheriff and Fire Departments; and provide traffic/crowd control for accidents, parades and other special events including non-injury accident investigation; and performs related duties as required.

KNOWLEDGE AND ABILITIES: This candidate must be able to: communicate clearly and concisely, both orally and in writing, with the public and co-workers on technical matters; work flexible hours; exercise independent judgment, common sense, impartiality and discretion while addressing work assignments; perform a variety of moderately-heavy labor tasks with minimal fatigue; and establish priorities and manage numerous separate activities simultaneously. The ability to speak Spanish, Vietnamese, or Chinese (Mandarin), while not a requirement, would be an asset to this position. Ability to perform various tasks for extended periods of time requiring standing, sitting, walking, kneeling, crouching, stooping, and bending; pushing, pulling and reaching overhead and above shoulders; lift and move up to 50 pounds.

MINIMUM REQUIREMENTS: Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent and two years experience which has included substantial public contact, community relations and public presentations or an AA degree in administration of justice or public administration. Must possess a valid California Driver's License throughout the period of employment. May be required to obtain a certification of first aid and CPR training within six (6) months of employment. May also be required to successfully complete the Powers of Arrest course, which satisfies Section 832 (a) of the California Penal Code within six (6) months of employment.

APPLICATION DEADLINE: **Thursday, May 18, 2017, by 5:00 p.m.**

SELECTION PROCESS: Applicants demonstrating the most directly related experience/training will be invited for an oral interview. Offers of employment are contingent upon provision by the applicant of evidence of his/her right to be legally employed in the United States. A reference check, drug screen, fingerprint, and background check will be conducted prior to appointment. All appointments are subject to approval by the City Manager. Applications are available at South El Monte City Hall (626) 579-6540 and on-line at www.ci.south-el-monte.ca.us.

IMPORTANT NOTICE: Applicants with disabilities must contact the Human Resources Department prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position.

Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applications are available at South El Monte City Hall and on-line at www.ci.south-el-monte.ca.us/ On-line applications and/or resumes will not be accepted. Applications may not be faxed or submitted electronically.

LEGAL RIGHT TO WORK IN THE UNITED STATES

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

EMERGENCY DISASTER WORKER

City of South El Monte employees are registered as an Emergency Disaster Worker. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities. All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at time of employment.

EQUAL OPPORTUNITY EMPLOYER

The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

REASONABLE ACCOMODATIONS

The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

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