

2019 POSITIONS AVAILABLE FOR SUMMER YOUTH EMPLOYMENT PROGRAM

BUILDING DEPARTMENT

CLERICAL ASSISTANT (1)

Duties: Assist with duties performing routine office work such as customer service, records maintenance, correspondence (assist with processing incoming and outgoing mail and packages); perform office tasks such as data entry, typing letters, work orders, maintain schedules, filling, faxing, copying, answering telephones, providing routine information or referring callers to appropriate staff, office or agency, and other duties as assigned.

Hours: Monday through Friday (Official hours will be set by supervisor)

CUSTOMER SERVICE

CLERICAL ASSISTANT (1)

Duties: Assist with duties performing routine office work such as customer service, records maintenance, correspondence (assist with processing incoming and outgoing mail and packages); perform office tasks such as data entry, typing letters, work orders, maintain schedules, filling, faxing, copying, answering telephones, scanning, posting payments received via mail, providing routine information or referring callers to appropriate staff, office or agency, and other duties as assigned.

Hours: Monday through Friday (Official hours will be set by supervisor)

FIRE DEPARTMENT

CLERICAL ASSISTANT (1)

Duties: Assist with duties performing routine office work such as customer service, records maintenance, correspondence (assist with processing incoming and outgoing mail and packages); perform office tasks such as data entry, typing letters, work orders, maintain schedules, filling, faxing, copying, answering telephones, providing routine information or referring callers to appropriate staff, office or agency, and other duties as assigned.

Hours: Monday through Friday (Official hours will be set by supervisor)

HOUSING

CLERICAL ASSISTANT (1)

Duties: Assist with duties performing routine office work such as customer service, records maintenance, correspondence (assist with processing incoming and outgoing mail and packages); perform office tasks such as data entry, typing letters, work orders, maintain schedules, filing, faxing, copying, answering telephones, providing routine information or referring callers to appropriate staff, office or agency, and other duties as assigned.

Hours: Monday through Friday (Official hours will be set by supervisor)

LIBRARY

PROGRAM ASSISTANT, LOCAL HISTORY PROJECT (1)

Duties: Assist staff with Local History Project by cutting and pasting printed obituaries onto index cards or sheets of paper; stamping with the newspaper name and writing the publication date; filing cards alphabetically; scanning materials and saving files, and any other duties as assigned. Requires a flexible schedule.

Hours: 20 hours per week. Varied hours. (Official hours will be set by supervisor)

PROGRAM ASSISTANT, YOUTH SERVICES (1)

Duties: Assist staff with library programs conducted for youth and families with some additional work assisting adult programs. Assist patrons with general library information; shelves books and other materials in the youth services department; shelves and checks for materials not shelved correctly and assists with shifting materials as needed. Assist patrons in the use of computers and other library technology. Assist with maintaining library displays and decorations, and any other duties as assigned. Requires a flexible schedule.

Hours: 32 hours per week. Varied hours. (Official hours will be set by supervisor)

POLICE DEPARTMENT

COMMUNITY SERVICES AIDE (1)

Duties: Assist with duties performing routine office work such as customer service, records maintenance, correspondence (assist with processing incoming and outgoing mail and packages); perform office tasks such as data entry, typing letters, work orders, maintain schedules, filing, faxing, copying, answering telephones, providing routine information or referring callers to appropriate staff, office or agency, and other duties as assigned. Requires basic familiarization with Microsoft Office, Outlook, and Word programs. Requires light lifting (15-20 lbs) and outdoor work at community events, good organization skills and ability to work under

general supervision, excellent verbal communication skills and a neat appearance as this will require a great deal of interaction with our community.

Hours: Requires a flexible schedule, with some evening and weekend hours required. Work schedules will be coordinated in advance.
(Official hours will be set by supervisor)

RECREATION DEPARTMENT

ATHLETIC FIELD MAINTENANCE WORKER (2)

Duties: This employee will assist athletic field staff with those tasks oriented to maintaining the city's ball fields, such as: mowing, weed eating, field striping, raking, picking up trash, cleaning restrooms, equipment maintenance.

Hours: Requires a flexible schedule, with some evening and weekend hours required. Work schedules will be coordinated in advance.
(Official hours will be set by supervisor)

PUBLIC WORKS

CLERICAL ASSISTANT (2)

Duties: Assist with duties performing routine office work such as customer service, records maintenance, correspondence (assist with processing incoming and outgoing mail and packages); perform office tasks such as data entry, typing letters, work orders, maintain schedules, filing, faxing, copying, answering telephones, providing routine information or referring callers to appropriate staff, office or agency, and other duties as assigned.

Hours: Monday through Friday (Official hours will be set by supervisor)

FACILITY MAINTENANCE WORKER (2)

Duties: This employee will assist the Facility Maintenance staff with various maintenance projects such as: HVAC, electrical, plumbing, building construction and any other duties as assigned.

Hours: Monday through Friday (Official hours will be set by supervisor)

GROUNDS MAINTENANCE WORKER (2)

Duties: This employee will assist the Grounds Maintenance staff with various maintenance tasks such as: mowing, weed eating, raking, landscaping, loading and unloading materials such as gravel, dirt, materials and tools, and any other duties as assigned.

Hours: Monday through Friday (Official hours will be set by supervisor)