

# CITY OF MARYSVILLE

*INVITES APPLICATIONS FOR...*



## **Community Improvement Specialist**

**\$ 13.00 per hour, part-time/temporary position**

**CLOSING DATE: November 7, 2016, at 4 p.m.**

(Postmarks and late applications not accepted)

### **THE POSITION**

The individual selected will perform a varied and routine non-sworn duties with emphasis on vehicle abatement and blight code enforcement. This is a part-time, temporary position. The employee selected for this position will work approximately 20 hours per week.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Enforce sections of the Marysville Municipal Code, other enforcement codes; and assist other City Departments in various code enforcement
- Effectively and securely manage sensitive information retrieved from the California Law Enforcement Telecommunications System (CLETS)
- Complete and deliver violation notices for various code enforcement and municipal code violations
- Testify in court or at hearings on case records and investigative activities.

### **EXPERIENCE AND TRAINING**

This position requires English language usage, spelling, punctuation and grammar, as well as the ability to learn and apply rules and procedures involved in writing violation notices. Applicants must be able to understand and carry out oral and written direction, establish and maintain cooperative relationships with those contacted in the course of work.

Education and training may be any combination equivalent to the experience and education that could likely provide the required knowledge and abilities to perform the job. Applicants must possess a high school diploma or equivalent and a valid California class C driver's license. Additional specialized training in criminal justice or code enforcement practices is desirable.

**CERTIFICATES / LICENSES:** Must possess a high school diploma or equivalent and a valid California Class C Driver's License.

## **SELECTION PROCESS**

The selection process may consist of an application screening, a written test, an oral board interview, interview by the department head, or any combination of these to establish an employment list. It may be necessary to pass a medical examination, drug screening, background investigation, and a psychological evaluation by physicians selected by the City of Marysville. Prior to appointment with the City of Marysville, it will be necessary to provide proof of United States citizenship or authorization to work in the United States.

## **BENEFITS**

**Salary** – The current salary for Community Improvement Specialist is \$13.00 per hour.

**Retirement** – The City of Marysville is not enrolled in Social Security. Part-time, temporary and seasonal employees are enrolled in Public Agency Retirement System (PARS). The employee pays 6% and the City pays 1.5% towards PARS.

**NOTE:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Work periods and days are subject to change dependent upon the operational requirements of the City. Questions regarding this announcement should be directed to the City of Marysville at (530) 749-3901.

**TO APPLY:** An application can be obtained at Marysville City Hall, 526 C Street, Marysville, California, or on the City website at: [www.marysville.ca.us](http://www.marysville.ca.us). When submitting your application, attach your resume and any qualifying certificates. *AN EQUAL OPPORTUNITY EMPLOYER.*

### **SUBMIT APPLICATION TO:**

**CITY OF MARYSVILLE  
P.O. BOX 150  
MARYSVILLE, CA 95901**

**DEADLINE: November 7, 2016 — 4 p.m.**

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