



**CITY OF
NORCO**
HORSETOWN USA

Employment Opportunity

ATTENDANT (NELLIE WEAVER HALL/COMMUNITY CENTER)

PART-TIME POSITION –20 HRS PER WEEK

(Hours Vary, Maximum 999 in fiscal year)

Days/Hours: Weekdays, evenings, weekends and occasional holidays

HOURLY RATE: \$14.50-17.62/hour, depending on experience

BENEFITS: Sick time accrual, one hour for every 30 hours worked with a 48-hour accrual maximum. The City does not participate in Social Security. In lieu of social security, employee contributes 5% and City contributes 2.5% in a 457 plan.

TYPICAL DUTIES: Under general supervision, assists and serves as an attendant during social and community gatherings and special events at George Ingalls Equestrian Event Center and other City Facilities.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of typical duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed.

TYPICAL DUTIES & RESPONSIBILITIES:

- Under direct supervision attend events and work directly with client for setup and event needs. Provide exceptional customer service.
- May assist at private and City events with breakdown of tables, chairs, sound systems or any additional event requirements identified.
- Operate and maintain appropriate equipment and tools.
- Greet and check in all clients during set up and event and insures all rules are followed by client. Provide assistance to all clients in a safe and helpful manner on the basic use of facility.
- Monitor all activities at facilities. Visually monitor/inspect buildings and issue work orders for building repairs as needed.
- Communicate regularly with management regarding events.
- Monitor storage areas to ensure they are well organized.
- Interaction with the public, community service groups and other City employees.
- Significant accountability and decision-making responsibilities.
- Perform other duties as assigned, including evening and weekend hours.

HUMAN RESOURCES DIVISION

2870 Clark Avenue, Norco, CA 92860 • (951) 270-5655 • hr@ci.norco.ca.us • www.norco.ca.us/hr

MINIMUM QUALIFICATIONS: At least 18 years of age; Valid California Driver License with a good driving record.

DESIRABLE QUALIFICATIONS:

Experience: At least one year of special events planning experience. Demonstrated ability to work and communicate professionally, verbally, and in written form with internal and external customers.

Education: High School Diploma or equivalent. Associate's degree or classwork in hospitality desirable. A combination of education and experience required.

Knowledge: Computer literate, Internet savvy, and experience with Microsoft Word, Excel and applicable software. Use of modern office equipment such as fax and scanner. Professional phone manner. Knowledge of rules and techniques regarding special events, activities, social and community gatherings. Knowledge of policies, rules and regulations governing the conduct and safety of persons using city facilities and equipment. Safe work practices. Customer service/public relations methods and techniques. Knowledge of the English language and proper grammar to read and write at the level required for successful job performance.

Ability: Must be able to multitask effectively and be able to prioritize work when necessary. Work well under pressure to meet deadlines. Ability and willingness to, as required, work beyond the normal work day, including some evenings and weekends. Read, understand and apply regulations pertaining to city facilities. Prepare and maintain accurate records and reports. Skill in responding to routine inquiries; explain regulations, policies and procedures in a tactful and courteous manner. Skill in oral and written communications and in establishing and maintaining effective working relationships and maintain positive public relations. Learn and enforce city rules and policies. Perform physical labor and work independently. Operate and maintain a variety of office, facility maintenance equipment and vehicles. Ability to be a self-starter. Ability to be organized and be detail oriented.

Skills: Must have strong interpersonal skills and ability to work in a team environment. Responsibility for follow-up on actions based on various events and organizational skills for managing multiple events simultaneously. Work under limited/general supervision and is a motivated self-starter with the ability to work well under pressure.

PHYSICAL REQUIREMENTS:

Work is performed in indoor and outdoor environments. Work requires frequent standing, walking, bending, stooping, driving, and lifting up to 50 pounds for the purpose of lifting and holding equipment. May be exposed to extreme weather, heights, confined spaces, hazardous chemicals, dust, and outdoor allergens.

SELECTION PROCESS: Only applicants who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. Final appointments will be subject to a selection interview with the Parks, Recreation and Community Services Supervisor and the remaining conditional steps in the hiring process. Applicants selected for testing will be notified by Human Resources.

EMERGENCY SERVICES: All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster. Employee must complete required FEMA courses within six months of employment.

FILING PERIOD: Open Until Filled. **Recruitment may close at any time without further notice. Applicants must complete and submit an original City of Norco employment application. Resumes are not accepted in lieu of a City application.**

APPLY: Applications may be submitted online at www.norco.ca.us. Please notify the Human Resources Division at (951) 270-5655 in advance if you require special accommodations to complete the application process. All applicants will be notified of the selection process via e-mail.

EEO:

The City of Norco is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, ancestry, national origin, political or religious affiliation, sexual orientation, gender identity, marital status, other non-job related physical or mental disability, medical condition, or other functional limitation in employment or the provision of service. The City is committed to making its programs, services and activities accessible to individuals with disabilities. If you require accommodation to participate in this recruitment, please contact the Human Resources Office prior to the filing deadline. We will attempt to reasonably accommodate applicants with disabilities upon request.

BACKGROUND CHECK: All employment offers are conditional based on the successful completion of a background investigation, physical, drug and/or alcohol screening at city expense and conducted by a physician designated by the city. Applications must be thoroughly completed and signed. All information on the application is subject to investigation and verification. Reference checks will be conducted by the City to include at least the following: (1) verification/reference from current and past employers, (2) fingerprinting and Department of Justice criminal background check, and (3) confirmation of necessary licenses, certificates, and/or diploma/degrees.

E-VERIFY: The City of Norco is an E-Verify employer. E-Verify is an internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of newly hired employees in the United States.

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.

*Opened: 04/27/2021
Reposted: 08/19/2021
Updated: 09/20/2021*