



**DUBLIN**  
CALIFORNIA

**INVITES APPLICATIONS FOR THE POSITION OF**

## **Program Specialist Census 2020 Outreach**

**APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)**

### **FILING DEADLINE**

Thursday, February 13, 2020 @ 5:00 PM

### **SALARY**

\$20.00 per hour

### **JOB TYPE**

Part-Time, Temporary/Seasonal

### **THE POSITION**

The City of Dublin is seeking a temporary, part-time Program Specialist in the Economic Development Division of the City Manager's Office to provide a variety of support for the City's Census 2020 outreach efforts through approximately May 2020. Specific focus areas will include communications, community outreach and local government administration. The Program Specialist will interact with members of the public and may make internal and public presentations. The Program Specialist can expect to learn valuable professional skills such as communication methods, community organizing, project management, organization, event planning and others. The ideal candidate will be a collaborative thinker and excellent communicator who can maintain effective relationships with co-workers, community groups and members of the public from diverse backgrounds.

There may be several evening obligations, such as attending weekly Farmers' Markets or other community events.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Under supervision, assists with planning, coordinating and implementing meetings, events and other outreach opportunities.
- Under supervision, perform routine research and statistical analyses as requested such as compiling and maintaining information as it relates to demographic data, business data, community groups, places of worship, ethnic grocery stores, English as a Second Language (ESL) classes and other avenues to connect with Hard-to-Count populations.
- Successfully complete Census Ambassador Training.
- Engage with community members (in person, over the phone and in writing) to provide timely and accurate information about the Census.
- Host informational tables at Senior Center, City Hall lobby, Farmers' Market, etc.
- If requested, support the Questionnaire Assistance Center ("QAC") at Dublin Library.
- Compile and track inventory of materials.

- Assist in the preparation of letters, reports, manuals, publications and miscellaneous public information literature.
- Help to compile and track Census outreach efforts and assist in the preparation of reports on the project.
- Assist with administrative tasks including editing project webpages and the maintenance of records, files and other data.
- Participate in calls/meetings with external agencies and other partners.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

## **QUALIFICATIONS**

### Training and Experience:

1. Education: Course work equivalent to an Associate's Arts or Science Degree (A. A. or A. S.) from an accredited college or university with major course work in an area of study relevant to the assigned program area. Current college students are strongly encouraged to apply.
2. Experience: Two years of progressively responsible paid experience in programming and project areas representative of the assigned program area.

### Knowledge Of:

- Modern office practices, methods, procedures and computer equipment.
- Basic research and analysis methods.
- Basic business data processing principles and the use of personal computers including email, word processing and spreadsheet software.
- English language usage, vocabulary, spelling, punctuation, and grammar.
- Principles and practices of record keeping.
- Customer service techniques.

### Ability To:

- Assist with planning, coordinating and implementing programs and projects.
- Communicate clearly and tactfully, both orally and in writing.
- Use a personal computer, including word processing, spreadsheet, database, and desktop publishing applications.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Attend day, evening, and weekend meetings and events.
- Prioritize work and coordinate several activities.
- Research and compile demographic and technical information.
- Type accurately at a speed necessary for successful job performance.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Compose routine correspondence.
- Exercise good judgment, tact and courtesy.

### Licenses, Certificates and Special Requirements:

1. Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.
2. Possession of a valid California Class C Driver's License and a Certificate of Automotive Insurance for Personal Liability.
3. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.

## **PHYSICAL STANDARDS**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and report operational and technical policy and procedures.

On an intermittent basis, sit at desk for long periods of time, stand, walk, and bend while conducting/reviewing programs; squat, climb, kneel and twist intermittently when setting up various programs; perform simple grasping and fine manipulation; and lift or carry weight of 50 pounds or less. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information; resolve customer services issues; interact with City staff, volunteers, vendors, and the public.

## **BENEFITS**

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal positions. The City does not participate in the Social Security system except for a mandatory Medicare contribution. In lieu of Social Security, the City will contribute 1.5% of the employee's salary on the employee's behalf to the PARS Alternate Retirement System.

## **THE SELECTION PROCESS**

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit other personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department is subject to a background check, including fingerprinting prior to employment.

The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

## **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of ancestry, age, color, disability, genetic information, gender, gender identity or gender expression, marital status, medical condition, military or veteran status, national origin race, religion, sex or sexual orientation.

The City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6605 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

## **HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on "**Member Agencies**," under "East Bay" select "**City of Dublin**," then on "**Program Specialist – Census 2020 Outreach**," and "**Apply for Job**." Applications must be received by Thursday, February 13, 2020. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

## **SUPPLEMENTAL QUESTIONS**

*Instructions: Please complete and respond to all of the following supplemental questions.*

1. Describe what interests you in this position. Include how this position will help you work toward your academic and/or career goals? (Limit 250 words.)
2. Describe your process to ensure that you keep projects on-schedule and complete assignments on time. Share one recent example. (Limit 250 words.)
3. Describe your level of experience providing customer service. State where you gained this experience. (Limit 250 words.)
4. What is your highest level of education?