



City of Glendale

Employment Opportunity

YOUTH EMPLOYMENT TEAM SUPERVISOR Glendale Youth Alliance (HOURLY)

NOTE: THIS IS A TEMPORARY, PART-TIME UNCLASSIFIED, NON-CIVIL SERVICE, HOURLY POSITION, WITH NO MEDICAL OR DENTAL BENEFITS OR ACCRUED LEAVE.

WAGE \$11.68 to \$15.25 per hour.

FILING PERIOD Open/Continuous Examination. Recruitment may close at any time.

THE POSITION

Under general supervision, this position is responsible for supervising and directing youth workers (ages 14-18) in performing hillside brush clearance, weed abatement, landscaping, debris clearance and other general labor tasks on private and public property. **Essential functions include, but are not limited to the following:** Supervising the daily operations of youth workers and youth employment programs. Operating and overseeing the use of power and hand tools; hauling and dumping debris; maintaining tools and equipment; transporting youth workers in City vehicles; facilitating staff meetings; preparing and reporting time sheets and other paperwork; evaluating subordinate staff. Assumes responsibility for ensuring the duties of the position are performed in a safe and efficient manner. Performs other duties as assigned or as the situation may require. May be assigned to work evenings and weekends.

MINIMUM REQUIREMENTS

Knowledge, skills and abilities

Ability to: read, write and comprehend directions in English; foster a teamwork environment; effectively supervise others; review and evaluate employee's job performance; provide clear work instruction; work independently; work outdoors in all weather conditions; climb hillsides; establish and maintain smooth working relationships with fellow employees and the public; resolve interpersonal conflicts; safely use power and hand tools for landscaping; work a flexible schedule, including weekends, evenings and holidays; adapt to changing work assignments.

Other Characteristics

Willingness to: assume responsibility for maintaining a safe working environment.

Experience

One year of recent supervisory experience, preferably in the supervision of youth in employment programs or other activities.

Education/Training

Graduation from high school, GED or CHSPE certificate and completion of one year (30 semester units) of college work.

License

Valid Class C California Driver's License. Must obtain CPR Certification within six months of employment.

Desired Qualifications

Basic First Aid and CPR Certification; Valid California Commercial Drivers License, class B.

Note

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

SELECTION PROCESS

Applications must be filed with the City of Glendale, Human Resources Department, 613 East Broadway, Room 100. The selection process will consist of an interview. The filing period will remain open until a sufficient number of qualified applications are received. When positions become available, the City will review the applications on file, and conduct a selection process with the most highly suitable candidates. **Due to the high number of applications anticipated, the City of Glendale cannot guarantee that all individuals filing applications for this position will be called for an interview.** The selected candidate will be subjected to a background check including Livescan fingerprinting. TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED. The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity. The provisions of this bulletin do not constitute an express or implied contract.

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WHERE AND HOW TO APPLY

Applications must be filed at the Human Resources Department, 613 East Broadway, Room 100, Glendale, California 91206, before the final filing date stated on this employment announcement. Unless otherwise indicated, mailed applications must be postmarked by midnight of the final filing date. Late applications will not be accepted. Jobs that have "No set filing date" may be closed at any time without prior notification. Office hours are 7:30 a.m. – 5:30 p.m., Monday – Thursday and 8:00 a.m. – 5:00 p.m. on Fridays.

An official City application is required for all positions. Application materials may be obtained from the City of Glendale Human Resources Department by calling (818) 548-2110. You may also email your request to COG_HR@ci.glendale.ca.us.

ADDITIONAL EMPLOYMENT INFORMATION

Age: Some classifications may have specific age requirements.

Citizenship: Is NOT a requirement unless so stated. Non-citizen applicants must have alien registration receipt card.

Driver's License: When so stated on the reverse side of this announcement, a valid California driver's license of a specific class will be required at all times during your employment in this classification.

License must be presented and verified before your name can be certified from the eligible list. Individuals in certain positions may be required to obtain a license at a later date as a condition of employment.

Pre-Placement Medical and/or Psychological Examination: Candidates considered for appointment must pass a pre-placement medical examination, which includes a drug/alcohol screening test. The pre-placement medical examination, which is based on the occupational health standards of the position, is to determine whether the eligible candidate is physically and/or psychologically capable of performing the essential functions and duties of the position before being appointed to that position.

For the latest in job opportunities with the City of Glendale, visit www.ci.glendale.ca.us or call the Job Hotline at (818) 548-2127

Follow the City of Glendale Human Resources Department on Twitter: www.twitter.com/COGHR
(Become a follower and be notified of new job opportunities)

ABOUT THE CITY OF GLENDALE

Glendale is the third largest city in Los Angeles County with over 200,000 residents and is located northeast of Los Angeles in the foothills of the San Gabriel Mountains. The City is noted for its excellent residential areas, shopping facilities, libraries, hospitals and parks. The City is served by several major freeways, is centrally located near downtown Los Angeles, Burbank Airport, and the many recreational facilities of Southern California. The City has a Council-Manager form of government and provides a range of municipal services including its own electric and water utility. The Glendale Unified School District and Community College District offer residents excellent educational opportunities.
