



305 N Mt Shasta Boulevard Mt Shasta, CA 96067

## **The City of Mt Shasta invites applications for the position of Community Service Liaison**

The City of Mt. Shasta is accepting applications for the position of Community Service Liaison. This is a half-time position that works a flexible 20 hour per week schedule. Compensation is \$19.60 to \$21.57 per hour, depending on experience. Half benefits include a generous City contribution to a Cafeteria Plan with family medical coverage that includes a City funded health savings account, vision and dental, and supplemental insurance. The position also receives P.E.R.S. retirement plan (2% at 55 for Classic members or 2% at 62 for New members), 12 holidays per year (48 hours), sick leave (4 hours/month), and vacation days, which accrue monthly at a rate that increases with tenure (40 to 80 hours). The City also has several employee-funded deferred compensation plans available.

Under the direction of the Chief of Police, this position performs a variety of community service activities including code enforcement, animal control, parking enforcement and law enforcement support functions. The position serves as a liaison and informational resource for members of the community concerning City codes and nuisance issues, as well as conducts investigations in order to address public concerns. For further detail please see the attached job description, which is currently under review.

The ideal candidate will have the ability to handle multiple tasks and a variety of personalities, while still effectively communicating City laws and ordinances. The candidate must have some combination of experience with animal health, care and State humane laws. A valid California driver's license and California P.C. 832 training certificate are also required. If the candidate does not have a P.C. 832 training certificate, they must have the ability to obtain it within one year of the position start date.

Interested applicants can obtain a job description and application from City Hall by phoning 530-926-7510 or on the City's website at [www.mtshastaca.gov](http://www.mtshastaca.gov) under Human Resources. Applications and resumes must be submitted to City Hall, Attn: Human Resources Specialist. The position is open until filled with the first review anticipated to be March 29, 2019. Resumes will not be accepted without a completed application. The final candidate must successfully pass a pre-employment background, physical and drug screen.