

Benefits and Compensation:

Salary:

\$2,273 - \$2,763

Retirement:

CalPERS retirement 2.5 % @ 55
(Employee share 8%)

Insurance:

Medical (City pays 75%):
Anthem Blue Cross - HMO/PPO/Luminous
Kaiser Permanente - HMO
Dental (City pays 75% of cost for employee only)
Life Insurance (City paid)
State Disability Insurance (Paid by employee)
Long Term Disability (fully paid by City)

Holidays:

12 paid holidays

Other Benefits:

Vacation
Sick Leave
125 Flex Plan with Supplemental Benefits



How To Apply

Submit a cover letter, City application, resume, supplemental and three work related references. Successful candidates will be invited to participate in written and oral board examinations. Submit documents to:

Mr. M L Gordon
Assistant City Manager
City of East Palo Alto
EPA Government Center
Human Resources Department
2415 University Avenue
East Palo Alto, CA 94303

The City provides Equal Employment Opportunity to all applicants regardless of sex, race, color, marital status, religion, ancestry, national origin, medical condition, disability, age, sexual orientation, or other non-merit related reasons.

Anyone requiring auxiliary aids or services to attend or participate in the examination should contact the Human Resources Department at least seven (7) working days in advance to arrange for accommodation.

Call (650) 853-3116 for additional information or, visit our website at: www.ci.east-palo-alto.ca.us

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Invites you to apply for
the position of:



**Part Time
Van Driver**

Salary Range
\$2,273 - \$2,763 Monthly

Closing Date:
February 25, 2010

The Community

The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley, and is uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983 residents voted to incorporate as East Palo Alto. The population is approximately 33,500 with an area of 2.5 square miles.

Community assets include:

- ◆ A rich historical heritage
- ◆ A culturally diverse community
- ◆ A moderate climate
- ◆ Within close proximity to the San Francisco, San Jose and Oakland International Airports
- ◆ Sensitivity and commitment to the environment as evidenced by a commitment to open space and park facilities
- ◆ A friendly residential community with a small town family oriented atmosphere
- ◆ Excellent private schools and progressive public school district
- ◆ Active citizen involvement



Quality of Life

The community is deeply concerned about maintaining its quality of life. Future development must be compatible with community expectations. A significant number of important issues facing the City are regional in nature, e.g. growth, transportation, solid waste, water and congestion management.

The Organization

East Palo Alto is a general law city incorporated in 1983; and, operates under the Council-Manager form of government. Legislative authority is vested in a five member City Council elected at large for four-year overlapping terms. Key advisory bodies include the Planning Commission, Rent Stabilization Board, Senior Advisory Board, and the Public Works and Transportation Commission.

Annually, the Council selects a Mayor and Vice Mayor from its members. The City Council appoints the City Manager and City Attorney. The City Manager is the appointing authority for all other employees, including seven department executives.

The City's authorized strength is 119.4 FTEs in the following departments and divisions:

- ◆ City Council
- ◆ City Manager/Clerk's Office
- ◆ City Attorney's Office
- ◆ Community Development
 - Building Services Division
 - Planning Division
 - Redevelopment Agency Division
- ◆ Community Services
- ◆ Finance
- ◆ Housing Services
- ◆ Human Resources
- ◆ Police
- ◆ Public Works

The General Fund budget for fiscal year 2009-2010 is \$15.4 million; the all funds budget is \$30.3 million. East Palo Alto is a full service city.

The Position

The Part-Time Van Driver classification is established for 1560/hours and reports directly to the Community Services Director. It is responsible for safe operation of a passenger Van vehicle and the delivery of passengers to destinations. Loading and unloading of wheelchairs require manual strength. Clerical skills are required in keeping mileage and other related, and required records. The position status is currently under review.

The Ideal Candidate

- ◆ Will be knowledge of the California Motor Vehicle Code; the geography of East Palo Alto; will be knowledgeable in applying state, federal and local statues, laws, rules and regulations that apply to the area of assignment.
- ◆ Will be skilled in the operation of a bus or similar large passenger vehicles; will be skilled in using tact, discretion, initiative and independent judgment within established guidelines; organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum directions, communicate clearly and effectively, both orally and in writing.
- ◆ Will have the ability to keep accurate records, deal effectively with the public, including special groups such as the elderly and disable; have the ability to perform first aid or resuscitation procedures, handle stressful situations; do manual work as required to push wheelchairs and load and unload passengers; will have the ability to speak and write in Spanish is desirable.

Minimum Qualifications

Education: High School Diploma or GED.

Experience: Six (6) months of driving experience involving the transport of passenger and public contact.

License:

- ◆ A valid California Class B Driver's License with Passenger Endorsement and a good driving record at the time of appointment is required.
- ◆ Current First Aid Certificate or the ability to obtain one within 6-month of appointment.
- ◆ Current CPR Certificate or the ability to obtain one within 6-month of appointment.

Special Requirement:

- ◆ Successfully pass a pre-employment physical exam.
- ◆ Successfully pass a DOJ/FBI fingerprint clearance.
- ◆ Successfully pass a Alcohol/Drug Screen Pursuant to the Federal Department of Transportation (DOT) Regulations.
- ◆ Subject to on-going random Alcohol and Drug Test.