



CITY OF DOWNEY
Human Resources
11111 Brookshire Avenue
Downey, CA 90241-7016
(562) 904-7292

<http://www.downeyca.org>

INVITES APPLICATIONS FOR THE POSITION OF:
ACTIVITY SPECIALIST (COLUMBIA MEMORIAL SPACE CENTER)

An Equal Opportunity/ADA Compliant Employer

COMPENSATION

\$11.72 - \$14.52 Hourly

POSTED: 11/03/16

FINAL FILING DATE: Continuous

ABOUT THE POSITION:

Note: This recruitment is open on a continuous basis and may close without prior notice.

Current part-time needs are at the **Columbia Memorial Space Center**. However, applicants may be considered for other City Departments based on operational needs.

The Columbia Memorial Space Center is a hands-on learning center focusing on engineering, technology and science. The Center strives to teach people of all ages about space exploration and aviation with fun, hands-on experiences.

The Space Center features a Robotics Lab, interactive exhibits, and Los Angeles' only Challenger Learning Center for simulated space missions. Guests can even land the Space Shuttle, explore the Earth from Space, plan a trip to Mars and make their own solar system at one of our computers.

The Columbia Memorial Space Center Activity Specialist positions are utilized throughout the Space Center and at outreach events. The current vacancy will lead or assist with the Robotics Lab, Challenger Learning Center, field trips, and in the development and implementation of educational programs.

Temporary/Part-Time Appointments: Work hours are flexible with an average of twenty (20) hours per week.

The Space Center hours are 10:00 am - 5:00 pm Tuesday through Saturday, not including special events which may occur mornings, afternoons, evenings and weekends. Currently, the desired availability is 9:00 am - 5:15 pm Tuesday- Saturday work week. Also, candidates are required to attend mandatory staff meetings once a month on Fridays at 4:00 pm and professional training quarterly on Sundays.

Temporary/Part-time appointments do not qualify for City benefits, except for those required by

law. The City does not belong to the Social Security system; however, enrollment in an alternative retirement program is mandatory which requires an employee contribution of 7.5% of base earnings. The City contributes 2.5% and the employee contributes 5% of base earnings. There are no rights to employment and employment may end with or without cause or advance notice.

Certain City operational budgets may not include funding for mandated CalPERS employer contributions; therefore, a qualified candidate who is a current member of CalPERS may be restricted from temporary/part-time employment with the City of Downey.

Part-Time shifts may not exceed 999 hours on a fiscal year basis (July 1 through June 30).

EXAMPLES OF ESSENTIAL FUNCTIONS

The following examples are intended to describe the general nature and level of work performed by persons assigned to this classification.

- Lead or assist with Space Center activities, field trips, the Robot Lab, Challenger Learning Center, and special programs and events.
- Assist with the recruitment, supervision, evaluation and training of cashiers and volunteers.
- Assist with preparation, coordination and development of event publicity, including flyers, pamphlets, brochures and all forms of media and social media.
- Maintain records and develop reports concerning new and ongoing programs and program effectiveness.
- Maintain inventory of supplies and equipment, assists with upkeep of equipment and exhibits.
- Assist in the development and implementation of programming (outreach, camps, and workshops).
- Provide clerical support – facility rentals, program registration, answering customer inquiries, maintain correspondence with external agencies, etc.
- Perform other duties as assigned.

QUALIFICATIONS

Any combination of education, training, and work experience to demonstrate possession of the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination is as follows:

Age: Must be 18 years of age or older.

Education: High School graduate or equivalent.

Enrollment in an accredited college or university with major coursework in Education, Science, Museum Studies, Engineering or a related field is desirable.*

Experience: Two (2) years of experience in the implementation of structured recreation, education, or museum programs.

Experience working in museum or equivalent working environment is highly desirable. Experience in the training, selection, and supervision of staff and/or volunteers is

desirable.

Knowledge of: Procedures for implementing a variety of educational activities and programs through visitor participation; practices and techniques including methods for volunteer selection, supervision, evaluation and training; and common educational and social needs of various age groups; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience, and courtesy; principals and applications of the Microsoft Office Applications including Word and Excel.

Ability to: Coordinate, organize and implement specialized events; select, train, supervise and evaluate volunteers; understand community needs in a variety of areas and evaluate activities according to those needs; identify methods to maximize service effectiveness and efficiency; communicate clearly and concisely both orally and in writing; establish and foster partnerships and professional relationships; understand and follow oral and written directions; and work cooperatively with others; provide leadership; work with minimum supervision; work independently and part of a team; use good judgment in a variety of situations; problem solve, be resourceful, and take initiative when necessary; manage time for special assignments.

Spanish/English bilingual speaking skills are desired.

ADDITIONAL INFORMATION

License Requirement: Due to the performance of field duties, a valid California Class C Drivers License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. An acceptable driving record at time of appointment and throughout employment is required.

California Department of Motor Vehicle (DMV) Pull Notice System: An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of Downey. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

Physical Tasks, Abilities and Environmental Conditions: The duties and responsibilities of this position are performed in an office environment and involve sitting, standing, and walking for prolonged or intermittent periods of time, and include reaching above and below shoulder level, bending, stooping, and twisting at the waist to perform desk work, file maintenance, and operate general office equipment, including a personal computer with keyboard for prolonged or intermittent periods of time; safely lift and carry up to 50 pounds in weight; kneel, sit, stand and walk for prolonged or intermittent periods of time.

The operation of a personal computer requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch and glare from the computer. Employee must be able to safely lift and carry books, files, and reports weighing up to 25 pounds.

Selection/Testing Process: All applications and supplemental information will be reviewed and evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for the position. All information supplied by applicants is subject to verification.

The acceptance of your application depends on whether or not you have clearly shown that you

meet the Qualifications as stated above. Please fill out the application and supplemental questionnaire completely.

Those applicants, who most closely match the desired qualifications, will be invited to participate in the examination process which will consist of an appraisal examination weighted 100%. The appraisal examination may consist of performance testing and/or an oral interview to assess the applicant's knowledge, education, experience, and general ability to perform the essential functions of the position.

Candidate(s) who complete testing with acceptable results will be considered by the Department hiring authority. Prior to an employment offer, a comprehensive background investigation is conducted, including fingerprinting. A pre-placement medical exam, including a drug screen will be conducted upon issuance of a conditional offer of employment.

Any applicant requiring reasonable accommodation during the selection process due to a qualified disability must inform the Human Resources Office by dialing (562) 904-7292 at least 72 hours in advance.

APPLICATION MATERIALS MUST BE SUBMITTED ONLINE AT:

<http://www.downeyca.org>
Downey Human Resources
11111 Brookshire Avenue
Downey, CA 90241-7016

Job #15-087
ACTIVITY SPECIALIST (COLUMBIA MEMORIAL SPACE CENTER)
MB

The provisions of this announcement do not constitute an express or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

Activity Specialist (Columbia Memorial Space Center) Supplemental Questionnaire

- * 1. Which of the following best describes your level of completed formal education?
 - High School graduate or equivalent
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Coursework beyond Bachelor's degree
 - None of the above
- * 2. Are you currently enrolled in, or have you graduated from an accredited college or university with major coursework in Education, Science, Museum Studies, Recreation, or a related field?
 - Yes No
- * 3. If you answered "Yes" to Question 2, please list the following information: (a) education institution you graduated from or are currently enrolled in, including relevant dates (b) relevant coursework you completed or are currently enrolled, including relevant dates. Otherwise, type "NA."
- * 4. Which of the following best describes your experience in the implementation of structured recreation, education, or museum programs?
 - None
 - None to six (6) months of experience.
 - Six (6) months to a year.
 - One (1) to two (2) years of experience.
 - Two (2) to three (3) years of experience.
 - Three (3) or more years of experience
- * 5. Briefly describe the experience selected in question four (4). In your answer, include the name of the agency, dates of employment, and the types of duties performed. If "none" please type "N/A."
- * 6. Do you have experience working in a museum or similar environment?
 - Yes No
- * 7. If you have experience working in a museum or similar environment, please list the following information: (a) name of agency (b) job title/role (c) dates of service (d) duties performed. If you do not have experience type "NA."
- * 8. Which of the following best describes your years of experience in the selection, training and supervision of staff or volunteers?
 - None
 - None to six (6) months of experience.
 - Six (6) months to a year of experience.
 - One (1) to two (2) years of experience
 - Two (2) to three (3) years of experience.
 - Three (3) or more years of experience.
- * 9. If you have experience in the training, selection, and supervision of staff and/or

volunteers please list the following information: (a) Agency name (b) job title/role (c) dates of service (d) duties performed. If you do not have experience type "NA."

* 10. Which of the following best describes your experience providing information in a public speaking arena?

- None
- None to six (6) months of experience.
- Six (6) months to a year of experience.
- One (1) to two (2) years of experience.
- Two (2) to three (3) years of experience.
- Three (3) or more years of experience.

* 11. Briefly describe the experience you selected in question 10. In your answer include (a) the name of the agency (b) job title/role (c) dates of employment and (d) duties performed. If you do not have experience type "NA."

* 12. For the following please indicate the time of day you would be able to work each day. For example: Monday 9am to 5:15 pm, or OPEN (to indicate you are available all day). If you are not able to work a certain day, please indicate "N/A" Monday

* 13. Tuesday

* 14. Wednesday

* 15. Thursday

* 16. Friday

* 17. Saturday

* 18. Sunday

* 19. How long is the availability you have indicated above good until? (MM/DD/YR)

* 20. If hired, at time of appointment would you be 18 years of age or more?

- Yes
- No

* 21. Are you currently or have you ever been a member of the California Public Employee's Retirement System (CalPERS)?

- Yes
- No

22. If "Yes", please indicate what agency(s) you were employed with and dates (mm/dd/yr) of employment under CalPERS.

* Required Question