PART-TIME ~ AT-WILL POSITION
PUBLIC SAFETY OFFICER

$20.66 - $24.70 per hour (18-19 hours per week)

This recruitment is Open Until Filled. We encourage interested applicants to please apply promptly as this recruitment may close at any time, without notice, once a sufficient number of qualified applications have been received. First Application Review: Thursday, February 10, 2022.

POSITION SUMMARY: Under general supervision of the Community Development Director and Code Enforcement Supervisor, performs non-sworn community safety assignments; acts as liaison between the community, the City’s Public Safety Division and the Sheriff’s Department for crime prevention programs.

EXAMPLE OF DUTIES
Duties may include, but are not limited to, the following:

- Performs non-sworn community safety assignments
- Acts as liaison between the community, the City’s Public Safety Division and the Sheriff’s Department for crime prevention programs
- Enforces parking ordinances
- Patrols residential, commercial areas, parks and makes checks in response to residents’ request
- Identifies violations of parking laws including those which pertain to time parking zones, handicapped zones, yellow zones for loading, and other special parking zones
- Coordinates special Public Safety Division functions and safety activities with the Los Angeles County Sheriff and Fire Departments
- Provides traffic/crowd control for accidents, parades and other special events including non-injury accident investigation
- Completes “non-workable” reports in accordance with the Sheriff’s Department standards
- Issues citations for violations of parking and stationary traffic violations
- Reports suspicious activity, code violations, and other safety issues to appropriate personnel
- Follows street sweeper and writes citations of vehicles violating parking laws
- Tags abandoned vehicles for impound
- Assists with traffic control when there are accidents or other incidents in need
- Responds to public complaints of abandoned vehicles
- Assesses status of abandoned vehicles and determines if vehicle should be towed
- Attempts to contact vehicle owners and sends warning notices for vehicle removal
- Follows-up on abandoned vehicle status
- Provides information on parking laws to citizens
- Maintains parking citation logs
- Prepares related written and oral reports as needed sends copies of citations to collection agency
- Identifies and reports traffic control problems and parking signs in need of repair removes unauthorized signs and banners
- Posts temporary no parking signs for construction, and/or filming
- May assist with code enforcement activities, when needed
- Inspects yard sales for required permits
- Instructs vendors and peddlers to leave restricted areas; and
- Performs related duties as assigned.
KNOWLEDGE:
- Communicate clearly and concisely, both orally and in writing, with the public and co-workers on technical matters
- Must be able to exercise independent judgment, common sense, impartiality and discretion while addressing work assignments
- City geography
- Applicable local and county codes, regulations and ordinances governing parking within the City limits
- Vehicle abatement procedures
- Perform a variety of moderately-heavy labor tasks
- Establish priorities and manage numerous separate activities simultaneously; and
- Ability to speak Spanish, Vietnamese, or Chinese (Mandarin), while not a requirement, would be an asset to this position.

EXPERIENCE:
Two years’ experience which has included substantial public contact, community relations and public presentations two years of experience can be substituted with an AA degree from accredited college in administration of justice or public administration.

EDUCATION:
High school diploma or equivalent desired AA degree in administration of justice or public administration.

REQUIRED LICENSES AND CERTIFICATES
Must possess a valid California driver's license and a satisfactory driving record is required. Post Certificate 8.32 (citation authority class) is desirable. May be required to obtain a certification of first aid and CPR training within six (6) months of employment. May also be required to successfully complete the Powers of Arrest course, which satisfies PC Section 832 (a) of the California Penal Code within six (6) months of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT
Ability to perform various tasks for extended periods of time requiring standing, sitting, walking, kneeling, crouching, stooping, and bending; pushing, pulling, and reaching overhead and above shoulders; lift and move up to 50 pounds and drive a vehicle on City business. Honors the City's Attendance and Punctuality standards.

WORK SCHEDULE: The successful applicant must be willing to work a flexible schedule, may include Saturday and Sunday if needed. Evening, weekend, holiday and overtime work will be required at various times.

IMPORTANT NOTICES
Position Status
This position is designated as non-exempt under the provisions of the Fair Labor Standards Act.

Equal Opportunity Employer
The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

Legal Right to Work in the United States
The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.
**Selection Process**
Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applications are available at South El Monte City Hall and on-line at [https://www.cityofsouthelmonte.org/](https://www.cityofsouthelmonte.org/). Applications may be submitted in person or by mail to City Hall with attention to the Human Resources Division. Scanned applications may be submitted to hr@soelmonte.org. Scanned applications must contain an electronic signature or wet signature for acceptance. Resumes only will not be accepted. Faxed applications will not be accepted. The City of South El Monte cannot accept responsibility for notifying candidates of incomplete applications. It is the candidate’s responsibility to make sure the application is properly submitted.

**Reasonable Accommodations**
Applicants with disabilities must contact the Human Resources Division prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position. The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

**Emergency Disaster Worker**
City of South El Monte employees are registered as an Emergency Disaster Worker and must take an oath. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities.

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**CITY OF SOUTH EL MONTE**

**1415 SANTA ANITA AVENUE**

**SOUTH EL MONTE, CA 91733**

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