



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



NOTICE OF VACANCY

TO SERVE AS A COMMISSIONER ON ONE OF THE VARIOUS COMMISSIONS

The City of South El Monte is accepting applications from interested residents wishing to serve on a City Advisory Commission. Applications are now being accepted from October 31st through November 30th. Deadline is Thursday, December 1, 2022, by 5:30 p.m.

All positions subject to a Live Scan. Terms for the following commissions end December 31, 2022:

- Community Services Commission – Five (5) positions - (2 of the members must be at least 60 years of age and 1 member between the ages of sixteen and twenty-one).
The Community Services Commission acts in an advisory capacity to the City Council in matters pertaining to social programming, health and welfare, child development, public recreational facilities and leisure activities.
- Patriotic Commission – Five (5) positions
The Patriotic Commission acts in an advisory capacity to the City Council in all matters pertaining to patriotism and the civic recognition of both active and veteran military personnel.
- Planning Commission – Five (5) positions
The Planning Commission is responsible, with the assistance of staff, for the development of the goals and objectives for the Planning and Community Development Department, to be approved by the City Council.

NOTE: You must be a South El Monte resident to be considered, once appointed, someone from Human Resources will contact you regarding the Live Scan. City employees are not eligible to serve on commissions.

Commission applications may be obtained Monday through Thursday, 7:00 a.m. to 5:30 p.m., at the Reception Desk, City Hall, 1415 Santa Anita Avenue, South El Monte or on the city's website at <https://www.cityofsouthelmonte.org/241/City-Commissions>. The deadline for accepting applications is Thursday, December 1, 2022, by 5:30 p.m. Electronic applications will **not** be accepted. Return application either by mail or drop off to Reception Desk at City Hall.

For further information regarding applications or Live Scan, please contact the City Clerk's office at (626) 579-6540, Extension 3220.

Posted: October 31, 2022



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APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are **not** eligible to serve as a member of a commission.

Mark which Commission you wish to serve on:

- Patriotic
- Planning
- Community Services:
 - Representing Senior Member At Least 60 years of age
 - Representing Youth Member Between 16 and 21 years of age

PERSONAL INFORMATION *Please print:*

Name: _____ Address: _____

Years in South El Monte: _____ Home Phone: _____

E-mail Address: _____ Cell Phone: _____

Employer: _____ Work Phone: _____

Occupation: _____ Employers Address: _____

EDUCATION/TRAINING

Grammar School

Name/Location Highest Grade Completed

High School

Name/Location Highest Grade Completed

University, College, Trade School, or Other

Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting?_____

Would your personal or business activities conflict with you serving as a commissioner?
_____ If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

IMPORTANT

The application process will be used to assist the City Council in their selection of appointments. The City Council is not bound by the submittal of an application to make an appointment.

By signing the application, you acknowledge your understanding and commitment as a commissioner and if appointed, consent to a Live Scan background check. Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant: _____ **Date** _____

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.