

Community Center Attendant, Community Services (Part-Time)

Annual Salary: \$24,939.20 Grade: 14 (Employee: 7% on your current salary, whichever is greater; or 10.5% on your current salary, whichever is greater, if position is 3 grades or higher than current position) Appointment to a position in the classified service shall be at the minimum of the corresponding pay range unless otherwise approved.

Benefits Offered: 23.09% employer retirement contribution; sick and vacation leave; health, dental, vision, and supplemental insurances offered.

Examination is announced to establish an employment list to fill 4 vacancies in the Community Services Department and future vacancies as they occur.

Kind of Work

The purpose of this classification is to monitor guests and activities at the Community Center and to perform manual work functions associated with the preparation and setup for events. Monitors all patrons and activities in the building during assigned shift to ensure and maintain a safe environment: enforces all rules and regulations of the facility; monitors and tours facilities and meeting rooms as needed

Minimum Applicant Qualifications:

- High school diploma or GED; supplemented by one (1) year experience in facility supervision and working with the public; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess a valid driver's license.
- Will be required to obtain a valid State of Louisiana driver's license at time of appointment and maintain throughout employment for this classification.
- **THIS IS A PART-TIME POSITION**

Kind of Examination

This examination may consist of a written test, a rating of training and experience, a performance test or any combination thereof deemed necessary to adequately screen and rank applicants. Examination notices will be sent out via email with a testing date, time, and location. Applicants must supply complete and accurate information concerning their previous training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification.

Must include copies of driver's license, diploma, GED, DD214, degree, etc. with application.

Accepting paper applications: Until filled

COMPLETE A PAPER APPLICATION AT: WWW.CITYOFALEXANDRIALA.COM UNDER OUR EMPLOYMENT PAGE

Completed applications may be submitted in one of the following ways:

- a. Hand delivery: Civil Service Department 3rd Floor, 625 Murray Street
Alexandria, LA 71301**
- b. Email: civilservice@cityofalex.com**
- c. Fax: (318) 449-5232**

[Civil Service Department Ph. \(318\)449-5030](tel:(318)449-5030) [Email: civilservice@cityofalex.com](mailto:civilservice@cityofalex.com)

The City of Alexandria is an Equal Opportunity Employer.