



About Los Altos

Los Altos is a General Law City with five elected City Councilmembers. The City Manager is appointed by Council and is responsible for strategic direction and day-to-day operations of the City government. The City's budget of approximately \$40 million and a full-time staff of 130 employees provide services to 29,431 residents. The Civic Center complex houses the City Hall, Youth Center, Police Station, Library, History Museum and Community Center.

With its picturesque neighborhoods, downtown village and highly-rated schools, Los Altos is one of the premier residential communities on the San Francisco Peninsula and a very desirable place to live, work and raise a family. It is located 40 miles from San Francisco, just south of Palo Alto and minutes from the heart of Silicon Valley.

Typical Duties / Essential Functions

- Coordinates the daily operations of all Senior Programs
- Establishes and maintains positive relationships with employees, contractors, volunteers, and community members
- Supervises part-time staff, contractors and volunteers
- Maintains updated records for Senior Programs including registration, membership and daily drop-in
- Prepares narrative and quantitative reports on Senior Programs
- Plans monthly programs, trips and special events
- Tracks expenditures, daily deposits and contractor payments
- Oversees production of the bi-monthly "Spotlight" newsletter
- Coordinates the Senior lunch program
- Performs other duties as assigned



Key Competencies

- Communication Proficiency
- Collaboration Skills
- Leadership
- Organizational Skills
- Presentation Skills
- Older Adult Programming
- Time Management



Experience and Education

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: At least three (3) years of successful full-time work experience with older adults in a government, business, or non-profit setting.

Education: 2-4 years of college or business school

Desirable Education: Bachelor's Degree

Required Licenses: Valid California Driver's License

Compensation

\$25 /hour—This is a part-time, temporary, non-benefited position

Schedule

This is a temporary assignment not to exceed 4 months. Days and hours of work are flexible, typical schedule is 24-30 hours per week but not to exceed 29 hours per week. Evening and weekend work may be required as job duties demand. The hours of operation of the Senior Center are 8:30 am to 3:30 pm, Monday through Friday.

Work Environment

This job operates in a professional office environment, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position regularly moves tables, chairs and supplies and equipment up to 25 lbs.

Equal Opportunity Employer

The City of Los Altos is an equal opportunity employer and values diversity. If you need reasonable accommodation to participate in any component of the testing process you must notify the Human Resources Division as soon as possible. Pursuant to ADA/FEHA regulations, official documentation to support your request may be required.

Background Investigation

Finalists will be required to undergo a background investigation check. Past criminal convictions cannot be grounds for automatic disqualification but all candidates will be evaluated on a case-by-case basis.

Application Procedure

Application, cover letter, resume and three professional references must be received no later than **5:00pm, Tuesday, September 9, 2014**. Applications may be obtained in the following ways:

- 1) Apply online at www.calopps.org Member City: Los Altos
- 2) Visit our website at www.losaltosca.gov to print the application form
- 3) Call our 24-hour Job Hotline at (650) 947-2766

Selection Process

All applications and materials will be reviewed. The most qualified candidates will be invited to participate in the selection process.

