# The City of El Cerrito Recreation Department

Invites applications for the position of

## Bus Driver (Part-Time)

Compensation: $14.51 - $17.90 per hour (temporary and non-benefited)

The City of El Cerrito Recreation Department is looking for one **part-time** Bus Driver with availability between Monday through Friday from 8:00 a.m.-5:00 p.m. Work hours would be no more than 20 hours per week and on-call substitutes.

**JOB DESCRIPTION**

• Driver will drive for child care and/or older adults and disabled within the City of El Cerrito and/or on day trips to various locations in the Bay Area.
• Assist staff with dispatch duties.
• Bus driver MUST have a passenger endorsed, DMV CLASS "B" license to be considered to drive our 12 and 15 passenger buses. License must be current/valid and a copy of driving record is required.

**MINIMUM QUALIFICATIONS**

Education: H.S. Diploma or equivalent
Experience: Must have a passenger endorsed, Class "B" license, with clean driving record.
Communication Skills Ability: To speak clearly & follow written and oral directions. Ability to interact tactfully with staff and general public.
Physical Effort: Be mobile and able to perform physical requirements of the job.
Personal Characteristics: Be outgoing; demonstrate genuine concern for the physical and emotional needs of children, older adults and the disabled. Ability to maintain a positive attitude in all situations.

**APPLICATION PROCESS**

All applicants MUST submit a city employment application form. Application materials may be obtained from the City of El Cerrito, Human Resources Division, 10890 San Pablo Avenue, El Cerrito, CA 94530; by calling (510) 466-5005; or at www.el-cerrito.org.

**Final Filing Date: Open Until Filled**

**EVALUATION & SELECTION PROCESS**

The evaluation and selection process consists of an initial application screening and those persons deemed to be best qualified will be considered by the department for final review and appointment.
Candidates must successfully pass a background check including fingerprinting.

In accordance with the federal Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the selection process, please contact the Human Resources Office. Medical documentation must be provided upon request.

"***The City of El Cerrito is an Equal Opportunity Employer"***

*Information contained in this announcement is subject to change without notice.*

**OPEN: October 24, 2013** **CLOSES: Open Until Filled**