WE ARE SEEKING A
BILINGUAL COMMUNITY LIAISON

Applicants must have the ability to read, write and speak Vietnamese fluently

$20.12 - $26.97 per hr, DOQ
Up to 20 flexible hours per week.

Applications will be accepted until 5:00 p.m., Thursday, September 13th, 2007

We currently have one part-time opening in the City Manager's Office and we anticipate creating an eligibility list from this recruitment that may be used to fill this as well as future vacancies for this classification, so apply now!

The City of Garden Grove as an Employer

The City of Garden Grove is a positive, team-oriented organization with a commitment to providing exceptional customer service to its community. Garden Grove is a friendly city, rich in diversity -- a city that is in a time of rapid community development and growth. If you would enjoy a busy, positive work environment and the chance to contribute to the quality of life for a whole community, this job may be the right fit for you!

Responsibilities of this position:
• Serve as a Liaison between the City and the Vietnamese Community
• Assist members of the management staff and the City Council by performing administrative assignments and translating various documents
• Assist the City Council and City Staff in advising the Vietnamese community members of City programs and events
• Respond to inquiries from City officials, management staff and the general public
• Prepare a wide variety of written materials, including correspondence and reports, both in English and in Vietnamese
• Review and summarize Vietnamese publications and documents
• Attend City Council Meetings and various commission and staff meetings as needed
• May represent the City staff at various Vietnamese community events

Requirements

Education and Experience:
At least two years (60 units) of college with major coursework in communication, public administration, business administration or a related field; some experience working with the public is highly desirable.

The ideal candidate will possess knowledge of:
• Basic principles and methods of public administration; principles of management and organization; computer applications including MS Word and Excel; customer service techniques and principles

The ideal candidate will possess the ability to:
• Follow directions and make sound analyses and evaluations; do research, evaluate data and prepare clear and comprehensive reports; work cooperatively and effectively with others; operate a computer; communicate effectively both verbally and in writing; and commit to providing quality customer service.

Certificates and/or Licenses:
Candidates must possess and maintain a valid California Class "C" driver's license and an acceptable driving record prior to and throughout employment. Candidates in final consideration will be required to submit an H6 driving record printout prior to the job offer.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Incumbents in this classification sit, stand, speak clearly, hear normal voice conversation, and work on a personal computer.

Work Environment:
The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Incumbents in this classification work in an open office environment and may work evenings and weekends as needed.

How to get an application:
• Application packets must include:
  1. A completed City of Garden Grove employment application
  2. Response to the Supplemental Questionnaires
  3. Resume
• The deadline to submit your application packet is 5:00 p.m., Thursday September 13th, 2007
• Applications may be obtained: 1) By printing them off our web page, www.ci.garden-grove.ca.us; 2) By emailing: ggjobs@ci.garden-grove.ca.us; 3) By calling our recorded job line (714) 741-5016; or 4) May be picked up in the Human Resources Department, located on the second floor of City Hall, 11222 Acacia Parkway, Garden Grove, CA. City Hall is open Monday - Thursday, 7:30 a.m. - 5:30 p.m., and is closed every other Friday; alternate Friday hours: 7:30 a.m. - 5:00 p.m. City Hall will be closed August 31st and September 3rd.
• Incomplete application packets may be disqualified from further consideration.
• The job application must be completely filled out; a resume cannot be substituted for some of the information. Be sure to tell us about relevant education, training or other relevant coursework.

Additional information provided on back
The information you supply on your application and willingness questionnaire will be reviewed very carefully, and only those who appear to have the best qualifications will be invited to continue in the selection process. Meeting the minimum requirements does not guarantee an invitation to the selection process.

The recruitment process will include a bilingual test in Vietnamese and a panel interview. Candidates needing accommodations during the selection process must call the Human Resources Department at least one week prior to any test dates.

Candidates considered for appointment to a position must pass a pre-placement medical examination, which includes a drug and alcohol-screening test.

The recruiter for this position is Jany Lee and her phone number is (714) 741-5002.

Benefits Information:
Part-time employees do NOT receive the City’s full benefit package; however, they do participate in the following benefits:

Rideshare Program: A variety of Rideshare incentives are provided, such as gift certificates and transportation subsidies. **Bilingual Pay:** After certification, employees are eligible for pay for the use of their Spanish, Vietnamese, or Korean bilingual skills. **Retirement:** Part-time employees participate in a deferred compensation package, which means that payroll retirement payments of 7 1/2% will be deducted from their pay and placed in a deferred compensation account, to be available after the employee leaves or retires. If the employee works in excess of 1,000 hours within a single fiscal year, the employee must then enroll in the Public Employees’ Retirement System (PERS), instead of continuing in the deferred compensation program, as above. If this occurs, employees pay 8% of their pay per pay period into PERS.

**Supplemental Questionnaire**

**PLEASE READ CAREFULLY:**
Your response to the following will help us better review your qualifications. Those who appear to have qualifications most closely aligned to what we are seeking will be invited to participate in the selection process. Your response must be submitted along with your application, or your application packet will be considered incomplete and you may be disqualified from the selection process.

Please type or neatly print your response. Your name must be at the top of your document and please limit your document to no more than two pages.

Please describe your experience in the following areas:

- Working with Community Based Organizations (CBO’s) and/or non-profit organizations
- Translating written and oral communications from English to Vietnamese to English
- Public speaking and/or experience providing oral reports

City of Garden Grove’s Part-Time Employment Opportunity

**BILINGUAL COMMUNITY LIAISON**
(Official Title: Administrative Aide)

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**SALARY RANGE:** $20.12 to $26.97/Hr. DOQ.
Up to 20 flexible hours per week

Applications are due in our office by 5 p.m., Thursday, September 13th, 2007 (Filing Deadline Extended)

City of Garden Grove, 11222 Acacia Parkway, PO Box 3070, G.G, CA 92842
www.ci.garden-grove.ca.us
Recruitment #18004

PROUDLY PROMOTING DIVERSITY IN EMPLOYMENT