



CITY OF IRVINE IS HIRING!

Community Services Leader III

**Reservations, Program Services, and
Special Event Permits**

\$22.09 - \$29.02 per hour

Part-time: Up to 19 hours per week

The City of Irvine is seeking a motivated individual with strong customer service skills to provide facility operations support, assist with events at the Irvine Civic Center and Civic Center West, and support citywide special events. This position is Part-time with a schedule requirement of up to 19 hours per week, night and weekend availability required.

Your Impact:

- Process facility reservations by performing application reviews, collecting applicable fees and required documentation, creating permits, and coordinating with appropriate personnel.
- Provide on-site supervision, room set-up, clean-up, and assistance with reservations.
- Ensure proper inventory, maintenance and repairs of the facility and equipment.
- Work cooperatively with facility patrons, community groups, and City staff.
- Prepare facilities and equipment prior to meetings and events.
- Physically move tables and chairs for set-up and tear down.
- Understand the organization and operating procedures of the City of Irvine.
- Communicate effectively both orally and in writing.
- Operate a computer for email, reports and database input relative to facility reservations and program registration.

Best Fit:

- Excellent customer service and communication skills, along with a working knowledge of policies and procedures involved in facility operations, such as record-keeping, safety issues, set-ups, etc.
- Proficiency in Microsoft Office applications, graphics software, and CivicRec registration software.

Minimum Qualifications:

- Two years of college level work and two years of relevant experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Possession of, or ability to obtain, a valid California driver's license.
- Ability to push, pull, drag, lift or carry equipment/supplies (weighing up to 50 lbs.) and ability to lean, stoop, twist and bend in the performance of job duties.



For more information, and to apply by
December 15 at 5 p.m., scan the QR
code with your smartphone, or visit:

cityofirvine.org/jobs

