



City of Rocklin

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PART-TIME POSITION AVAILABLE

Program Assistant I/II

In the Parks and Recreation Department

Salary Range: \$10.50 to \$13.23 per hour
(No Benefits)

Deadline: Open until filled

The Position

The City of Rocklin is looking for a Program Assistant I/II to assist with the City's marketing campaigns in the Parks and Recreation Department. The work schedule will be based on the needs of the department (hours may include days, evenings, and weekends); working no more than 28 hours per week, not to exceed 999 hours in a fiscal year (July 1st thru June 30th). This is a temporary at-will position and does not offer benefits.

Examples of Duties and Responsibilities

This position will report to the Recreation, Arts, and Event Tourism Program Manager and will perform a variety of tasks, including but not limited to the areas of Social Media, Marketing, Special Events, website content, development of the Community Event Calendar, and all aspects of the Department's Marketing plan.

Knowledge, Skills, and Abilities Required

Minimum knowledge of computer software usage, including Microsoft Word, Excel and Outlook is recommended. Knowledge of Social Media platforms such as Facebook, Twitter, Instagram, Snapchat, and other applicable platforms, as well as website maintenance is preferred. Ability to learn and apply City policies, procedures, and organizational priorities related to programs, activities, and special events; ability to work well with volunteers, staff, and public; ability to communicate effectively and tactfully in both oral and written forms; ability to lift objects weighing up to 50 pounds and meet the other physical requirements necessary to perform assigned duties in a safe and effective manner.

Minimum Education and Experience Requirements

- Minimum of 18 years of age and graduation from high school or equivalent.
- One year of experience in customer service or a related field is desirable.
- Requires possession of a valid California driver's license.

Application Process

Applicants may [apply on-line](#) or by submitting a [hard copy employment application](#). [Electronic submittals](#) are preferred; however [hard copy applications](#) will be accepted at the address below.

*City of Rocklin-Human Resources Office
3970 Rocklin Road
Rocklin, CA 95677*

Offers of employment are conditional upon successful completion of a pre-employment fingerprint clearance. All applicants will be notified by e-mail following the application review.

The City of Rocklin is an Equal Opportunity Employer.

If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Division in writing upon submittal of the application. Medical disability verification may be required prior to accommodation.