

City of Mesa
Senior Program Assistant
Salary: \$45,776.64 - \$66,087.84 Annually

The City of Mesa is a great place to work! In addition to competitive salaries, the City also has a generous amount of other benefits available. For more information, please see our website: <http://mesaaz.gov/benefits/>

Description/Duties:

There is currently one full-time, grant-funded vacancy in the Arts and Culture Department. This recruitment will also be used to create a Citywide list to fill future vacancies.

The grant-funded and part-time classifications have been designated as non-classified, non-merit system, at-will positions.

First review of applications will be Monday, April 25, 2022.

A Senior Program Assistant is a paraprofessional class that performs a variety of assignments involving public contact work of a specialized nature. Employees in this class are responsible for administering, monitoring, and/or implementing a major program, process, or technical functional area within a unit or department. In addition, incumbents must possess advanced technical knowledge in specific functional areas; have the ability to explain and interpret information; work independently and without specific instruction; and regularly exercise independent judgment when making decisions regarding the disposition of matters related to the program areas. Duties may include supervising clerical and/or paraprofessional staff, working with accounting or financial data, and relieving supervisors of administrative details. This class performs related duties as required.

This class is distinguished from the Program Assistant class by the more advanced technical and complex nature of the work performed; independent discretion in regard to a program, process, or technical functional area; and supervisory responsibilities ***(by assignment)***. Minimal supervision is received from an administrative or professional staff person, unit director, or department manager. Employees in this class may be required to work evenings, weekends, and holidays for special events ***(by assignment)***. This class is FLSA nonexempt.

Please refer to the link below for the full job description and additional information regarding assignments, preferred qualifications, and essential functions.

Qualifications & Requirements:

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from high school or GED. Extensive (5+ years) experience in a responsible paraprofessional capacity including public contact work. Graduation from an accredited college or university with an Associate's Degree in a

related field may substitute for two years of the required experience.

Special Requirement. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa **(by assignment)**. Must possess a valid Class D Arizona Driver's License by hire date **(by assignment)**.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of the assignment, individuals in this classification shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures **(Police Assignment)**.

Preferred/Desirable Requirements. Experience with personal computer (PC) software applications (example: word processing, spreadsheet, data manager, desktop publishing, and Hypertext Markup Language [HTML]). Experience in a technical area related to the program area.

Link to Job Description:

<http://apps.mesaaz.gov/JobDescriptions/Documents/JobDescriptions/cs4078.pdf>

Apply Here:

<https://www.governmentjobs.com/careers/mesaaz/jobs/3509184/senior-program-assistant>

City of Mesa offers a competitive benefits package. A CITY OF MESA ONLINE APPLICATION IS REQUIRED. Applicants are encouraged to apply as soon as possible as we will review applicants as they are received. For complete job description, requirements and online application form, please visit our web site at: <https://www.governmentjobs.com/careers/mesaaz>

City of Mesa is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.