

## ***CITY OF COLFAX POSITION AVAILABLE***

### **Community Services Director**

The City of Colfax is inviting qualified individuals to submit applications to fulfill the requirements of the Community Services Director position. The Community Services Director is a department head level, hands-on, full-time position. The hours, rate and/or salary and benefits are negotiable based on background and experience. It is anticipated that the position will operate primarily in City Hall, with daily direction of field activities. The successful candidate will, under supervision of the City Manager, direct work in a variety of public service areas including: Streets, Parks, Landfill, Solid Waste, Equipment Operation and Maintenance, Regulatory Reporting, Employee Training and Safety. The City will consider individual candidates with strong public service experience in one or more of these areas. The position requires a candidate who will be customer service oriented, self-motivated, organized and able to prioritize multiple tasks and project scheduling.

The ideal candidate will have a combination of education and experience to provide the knowledge, skills and abilities necessary for the position. A typical way of obtaining the required qualifications is to possess the equivalent of 4 years of increasingly responsible experience in a city or county services organization. College coursework and an AA or BA/BS degree is preferred. Experience in the day-to-day public operations and a strong customer service orientation is required.

Additional information and application form are available at City Hall or on the City's website at [www.Colfax-CA.Gov](http://www.Colfax-CA.Gov). Questions should be directed to the City Manager at (530) 346-2313.

Open until filled. Closing for first review of applications: **Friday, June 26, 2015 at 4:00 pm**  
Send or deliver applications (no fax or email) to:

**City of Colfax, P.O. Box 702  
33 S. Main Street  
Colfax, CA 95713  
Attn: City Clerk**

Include a cover sheet/letter of interest, resume, and three references with contact information (references will not be contacted until mutual interest is established) with your City application form.