



RANCHO CUCAMONGA

**CITY OF RANCHO CUCAMONGA**  
INVITES APPLICATIONS FOR  
**HEALTHY CITIES COORDINATOR**  
\$16.19 - \$20.78 per hour (Temporary Part-Time)

**THE POSITION**

Under general supervision, assists in the development, operation and coordination of the City's Healthy Cities Program; performs administrative work in monitoring, evaluating, and promoting community health initiatives; and performs other duties as required. **This is a grant-funded position and will end when grant funding expires.**

**THE CITY OF RANCHO CUCAMONGA**

The City of Rancho Cucamonga is situated at the base of the San Gabriel Mountains and adjacent to the cities of Upland and Ontario. Incorporated in 1977, the City operates under a Council-Manager form of government. Rancho Cucamonga encompasses 40.2 square miles within its jurisdiction and has an additional 12 square miles in its sphere of influence. The population is currently 174,308 and growing. Amenities include an award-winning senior and community center, Victoria Gardens Cultural Center, 150-acre championship golf course, and the Victoria Gardens Regional Center. Rancho Cucamonga is one of the safest cities in the country and is a desirable place to live, work, and play.

**THE CITY MANAGER'S OFFICE**

The City Manager's Office helps guide and administer the programs provided by all departments. The Office administers a number of core projects and oversees a number of special projects. One such special project is Healthy RC, the City's comprehensive initiative to promote a healthy, active, and sustainable lifestyle. The City Manager's Office also oversees contracts and agreements covering law enforcement and cable television agreements. It provides information to the City Council concerning pending federal, state, and local legislation that may affect Rancho Cucamonga. The City Manager's Office oversees the City's award winning Community Information Program, through publications such as the City's *Annual Report*, the *RC Reporter* (a quarterly newsletter), and special publications; coordinates media relations; operates the Government Access Channel (RCTV-3), and oversees the live broadcasts of City Council meetings. In addition to Healthy RC, the City Manager's Office oversees and coordinates a variety of special projects such as Organizational Development and Smoke-free legislation and other issues as needed.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES**

Plan, organize, schedule, and implement programs and activities that are related to the program policies and goals; recruit and train volunteers and contact personnel regarding Healthy Cities program goals, City services, and community resources; consider participatory processes and community involvement strategies to assess, encourage and support healthy living and environmental sustainability goals; communicate with City personnel, resource agencies, and community representatives through telephone calls, correspondence, and meetings; prepare reports, memos, and presentations describing program activities; complete and maintain records describing program functions and comments regarding their level of perceived effectiveness; perform research and analysis related to the status of initiatives and programs adopted by other communities and service organizations; plan and coordinate community events and prepare publicity materials; respond to general public inquiries and complaints related to Healthy Cities issues and community concerns; apply for and monitor grants; participate in various meetings to report upon program activities and to obtain feedback related to City policy positions; identify and foster the development of long term partnerships and communicate and collaborate among stakeholders.

## **EDUCATION AND/OR EXPERIENCE**

Graduation from high school or GED equivalent is required. Graduation from an accredited college or university with a Bachelor's degree and/or Master's degree in public administration, business administration, public health, or a related field; and one year of related experience or any combination of training and experience that provides the desired knowledge and abilities is highly desirable. Possession of, or ability to obtain, a valid Class C or Class 3 California Driver's License and have a satisfactory driving record.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the theories, principles, practices, and programs related to municipal government and Healthy Cities initiatives, including program goals and objectives; program planning and evaluation techniques; community involvement techniques; basic principles of public health; report writing methods; research techniques.

Operate modern office equipment including computer equipment and word processing, spreadsheet, and database software programs; interpret, explain, and ensure compliance with policies, procedures, and program regulations; respond to public inquiries and complaints; establish and maintain effective working relationships with the general public, business representatives, government officials, and community groups; and communicate clearly and concisely, both orally and in writing.

## **APPLICATION PROCESS**

All applicants are required to complete a City application form and return it to City of Rancho Cucamonga, Personnel Department, 10500 Civic Center Drive, Rancho Cucamonga or mail it to P.O. Box 807, Rancho Cucamonga, CA 91729. You may also apply online at [www.cityofrc.us](http://www.cityofrc.us). **Closing date is Wednesday, February 10, 2010.**

Applications must be complete and demonstrate that the minimum qualifications are met. All statements made on the application are subject to investigation and verification. Resumes may be attached to completed application form as supplemental information, but will not be accepted in lieu of an official application form. Applications will be screened and the most qualified candidates who best match the needs of the City will be invited to compete further in the examination process. Candidates who meet the minimum qualifications will remain candidates until a final offer is accepted by the candidate who most closely meets the requirements of the City. The City may conclude that none of the candidates, even those who meet the minimum qualifications, are appropriate for the position.

### **Successful candidates shall be required to:**

- Complete a verification form designated by Immigration and Naturalization Service to certify that they are eligible for employment in the United States of America; and
- Pass a pre-employment medical exam; and
- Provide proof of a valid driver's license and be insurable; and
- Pass a reference and background verification. References will not be contacted until a mutual interest has been established.

## **DISCLAIMERS**

The City does not make employment decisions based on sex, race, color, religion, national origin, ancestry, age, marital status or physical handicap, except when such qualifications are appropriate occupational qualifications. In addition, the City of Rancho Cucamonga abides by a nepotism policy which may preclude you from being hired if the City employs a relative. The City of Rancho Cucamonga makes reasonable accommodations for disabled persons, considering each situation on an individual basis. Please make direct requests for accommodation to Personnel. There is a no smoking policy in effect in all City Offices and vehicles. Finally, please note that the provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

Questions regarding this recruitment may be directed to Personnel at (909) 477-2700. Applicants may visit the City's official website at [www.cityofrc.us](http://www.cityofrc.us) for more information.