

JOB VACANCY ANNOUNCEMENT

CITY OF DOVER, NEW HAMPSHIRE

- An Equal Opportunity Employer -

POSITION: Arena Attendant	ANNOUNCEMENT / POSTING NUMBER: 20-003
UNION/GRADE: Non-Union / 2	POSTING DATE: June 13, 2019
SALARY RANGE: \$10.35	CLOSING DATE: Open until filled.
ORGANIZATIONAL UNIT: Recreation	FLSA STATUS: Non-Exempt
POSITION STATUS: Seasonal Part-Time	PRIMARY JOB LOCATION:
HOURS PER WEEK: Varies	Dover Ice Arena
OTHER:	APPOINTING AUTHORITY:
	Gary Bannon, Recreation Director

For internal use - Position Classification:

Rec Program Associate I

***** NO PHONE CALLS PLEASE *****

HOW TO APPLY

We urge you to apply online via the City of Dover website, by using the link in the TO APPLY column beside the position you would like to apply for. You do have the option of submitting a cover letter with resume and/or cover letter with City of Dover Employment Application for each position being applied for if unable to apply online. You must apply before the end of the day on the closing date of the position. You may email your materials to jobs@dover.nh.gov or mail to:

**EMPLOYMENT
City of Dover
288 Central Avenue
Dover, NH 03820**

No faxed application materials accepted.

OTHER CONSIDERATIONS & REQUIREMENTS

The following apply if checked:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Requires a probationary period | <input type="checkbox"/> Subject to frequent overtime, standby and/or recall |
| <input checked="" type="checkbox"/> Requires a pre-placement medical examination | <input checked="" type="checkbox"/> Subject to regular night and/or weekend hours |
| <input checked="" type="checkbox"/> Requires a valid drivers license - see corresponding Position Description for type of license required. | <input checked="" type="checkbox"/> Subject to drug testing prior to/during employment |

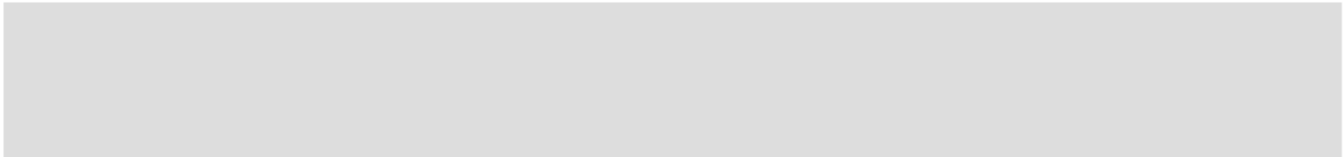
Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the appointing official. The rating/ranking of candidates to determine the best qualified will be accomplished by evaluating and comparing the candidate's knowledge, skills and abilities against those of other eligible candidates. The candidate's experience, training, awards and performance appraisals (if internal candidate) will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information requested by the closing date of this announcement. Applicants may be interviewed by a panel and/or the appointing official or his/her designee. Selection for this position may be made as a result of this announcement or by any other appropriate means including reassignment, reinstatement, new appointment, transfer, promotion or change to lower grade.

ADDITIONAL INFORMATION TO APPLICANTS

Submittals are encouraged from all persons legally employable within the United States and by the State of New Hampshire meeting the minimum requirements as specified by the position's Position Description. Applicants must meet all qualifications, legal and regulatory requirements for the position by the closing date of this Vacancy Announcement. Please review the Position Description which corresponds with this position and provides examples of duties, responsibilities, qualifications and other requirements for this position. Applicants should note that duties and assignments for this position will vary but work and skill requirements are normally within the general class specification. Applicant(s) selected to fill this position vacancy are primarily assigned to work in the organizational unit indicated and are subject to reassignment, as deemed necessary.

THE FOLLOWING MATERIALS ARE REQUIRED, IF CHECKED:

Cover Letter & City of Dover Employment Application **or** Cover Letter & Resume



Hiring Process

After the Closing Date for the position, all applications are forwarded to the appropriate hiring department or committee. After the review/selection process, it is the City's policy to notify each applicant of the status of the position applied for, either by phone, letter or email.

This process may take time and we ask for your patience.

~ The City of Dover, New Hampshire is an equal opportunity employer. ~