

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following Part Time Non-Career position.

JOB CLASSIFICATION

School Crossing Guard

STARTING SALARY

\$8.50 - \$9.50 per hour - Depending On Qualifications
No Benefits

JOB DUTIES

Under the supervision of the City of Southfield Police Department this employee:

- Provides child pedestrian safety by facilitating safe passage of school children across high traffic streets and intersections.
- This position is part time and requires serious commitment to be at the crossing guard post on each school day, before and after school hours as required.
- Other duties as assigned

JOB REQUIREMENTS

- Must be at least 18 years old
- Must receive a minimum of four hours instruction before performing the duties of a crossing guard. Thereafter, an annual additional two hours of instruction are required.
- Have a positive attitude when dealing with the public and good judgment in handling questions; ability to know when to refer problems to the supervisor.
- Maintain a neat and clean appearance while on crossing guard duty and wear clothing appropriate for the weather conditions.
- Must possess effective communication skills.
- Must have ability to establish and maintain effective working relationships with children, parents, members of the Police Department and school personnel.
- **Must have the physical condition to perform the essential function of this position including, but not limited to:**
 - work independently and with minimum supervision.
 - work effectively with children.
 - hold a 5 pound aluminum hand-held stop sign above the head in an upright position while in the roadway.
 - clearly observe vehicle and pedestrian traffic at acceptable distances and to hear at an acceptable level.
 - assist students by recognizing natural gaps in motor vehicle traffic patterns and safely enlarging natural traffic gaps.
 - display good judgment and respond quickly to emergencies.
 - regular exposure to outdoor conditions and temperature extremes.

The selection process will include a review of the applicant's experience for posted requirements, and an oral interview. Each step of the process must be passed before the applicant will be moved to the next step. ***Applicants will be subject to criminal history background investigation.***

APPLY AT:

City of Southfield
Human Resources Department
26000 Evergreen Road, Southfield, MI 48076

Applications may be downloaded from the City's website at www.cityofsouthfield.com

City of Southfield application packets must be received in the Human Resources Department by 5:00 pm

Wednesday, December 9, 2009

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

DATED: November 16 2009



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or (248) 354-4831 (TDD) if auxiliary aids or services are needed. Reasonable advance notice is required.