



DIRECTOR OF COMMUNITY SERVICES

APPLICATION INSTRUCTIONS

Thank you for applying to the City of Ephrata.

Please read these instructions thoroughly. Please review the job description and qualifications carefully. If you have any questions, please contact City Administrator Wes Crago at City Hall, (509) 754-4601.

This is a very important position in our community. The job has three primary responsibilities:

- Leadership of all Parks & Recreation programs
- Leadership for Special Events, and the Tourism and Parks Commissions
- Serve as one of the six Senior Staff counselors and collaborative assistants to the Mayor and City Administrator

APPLICATION REQUIREMENTS

Applications must be complete in order to be accepted. Please bind the following together in this order:

1. Standard resume'
2. Essay: "The importance of recreation in a small community". 1/2-page maximum, typed.
3. Essay: "Why I am compelled to serve the community of Ephrata". 1/2-page maximum, typed.
4. Essay: "My leadership style". 1-page maximum, typed.
5. City of Ephrata application form. Printed in your own handwriting.

DEADLINE

Completed applications are due to City Hall before 3:00pm Friday 16 DECEMBER 2016.

TIMELINE

This is the proposed timeline, and is subject to change. If you are not notified on or before any of the following dates, it is the applicant's responsibility to check back with the City.

02 NOVEMBER 2016	Application Period Opens
16 DECEMBER 2016	Application Packets Due
19-30 DECEMBER 2016	Initial Evaluation and Reference Checks
05 JANUARY 2017	Finalists Determined for Interviews
11 JANUARY 2017	Interview Day; Tours, Interview, Open House, and Luncheon
12-18 JANUARY 2017	Finalist Background Checks and Evaluation
20 JANUARY 2017	Offer of Appointment

All Applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, sexual orientation, age, marital status, familial status, disability or the use of a trained dog guide or trained service animal by a disabled person.

CITY OF EPHRATA
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