

CITY OF DEARBORN

Home Town of Henry Ford

JOHN B. O'REILLY, JR., MAYOR



REQUEST FOR PROPOSAL FOR TEMPORARY/CONTRACT EMPLOYEE SERVICES CONTROL NO. 102269

Issue Date: July 16, 2010

Pre-proposal Question Deadline: July 29, 2010 at noon, Local Time (questions must be in writing)

Proposal Deadline: August 5, 2010 at 4:00 p.m., Local Time
City of Dearborn
Purchasing Division
4500 Maple Street
Dearborn MI 48126

Purchasing Contact: Mark W. Brace, CPPB
Phone: (313) 943-2372
Fax: (313) 943-2420
Email: mbrace@ci.dearborn.mi.us

DESCRIPTION: Proposals are being solicited for the purpose of contracting for temporary and contract employee services. The contract is for a term of three (3) years with up to two (2) 3-year renewal options at the sole discretion of the City.

This solicitation, along with all attachments and Addenda may be downloaded from the Michigan Intergovernmental Trade Network (MITN) website at www.mitn.info.

Proposals must be time stamped by the Purchasing Division by the exact date and time indicated above. Late proposals will not be accepted.

TABLE OF CONTENTS

TABLE OF CONTENTS2

RFP INSTRUCTIONS3

SCOPE OF WORK AND SPECIFICATIONS5

QUALIFICATIONS10

EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS11

SPECIFIC CONTRACT TERMS AND CONDITIONS13

STANDARD TERMS AND CONDITIONS OF AGREEMENT15

REQUIRED FORMS18

 PROPOSAL FORM19

 EXCEPTIONS AND ALTERNATIVES TO RFP SCOPE/SPECIFICATIONS21

 COST PROPOSAL FORM22

 BUSINESS INFORMATION QUESTIONNAIRE.....24

 SUBCONTRACTOR FORM26

RFP INSTRUCTIONS

- 1) **PRE-PROPOSAL INFORMATION AND QUESTIONS:** Each proposal that is received by the deadline will be evaluated on its merit and completeness of all requested information. In preparing proposals, Respondents are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the City of Dearborn Purchasing Division. If a Respondent finds a discrepancy, error, or omission in the RFP package, or requires any written addendum thereto, the Respondent is requested to notify the Purchasing contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Respondents. **THE CITY IS NOT RESPONSIBLE FOR ANY ORAL INSTRUCTIONS.** All questions must be submitted in writing to the Purchasing contact before the Pre-Proposal Question Deadline indicated on the front of this document. No contact regarding this document with other City employees is permitted. All answers will be issued in the form of an addendum.
 - a) All questions must be submitted in writing to the Purchasing contact before the Pre-Bid Question Deadline indicated on the front of this document.
 - b) No communication is permitted between Bidders and other City of Dearborn Departments or Divisions prior to the award of the bid unless sanctioned by the Purchasing Division.
- 2) **PRE-PROPOSAL MEETING:** A pre-proposal meeting concerning this RFP may be held. If so, the date, time and location will be indicated on the cover of this RFP. Staff will be available at this meeting to answer questions about this RFP. Attendance at the meeting is strongly encouraged.
- 3) **RFP MODIFICATIONS/ADDENDA:** Clarifications, modifications, or amendments may be made to this RFP at the discretion of the City. Any and all Addenda issued by the City will be posted as noted on the Cover Page of this document. It is the responsibility of the Respondent to obtain the available Addenda and acknowledge Addenda on the Proposal Form of this RFP. Failure to acknowledge Addenda shall result in your proposal being deemed non-responsive and rejected without any further evaluation. If any changes are made to this RFP document by any party other than the City, the original RFP document and associated Addenda in the City's files shall take precedence.
- 4) **PROPOSAL SUBMISSION:** To be considered, the indicated number of copies of the proposal must be prepared in the manner and detail specified in this RFP.
 - a) Proposals must be submitted to the City of Dearborn, Purchasing Division, 4500 Maple Street, Dearborn MI 48126, by the date and time indicated on the cover page. The Purchasing Division time stamp will determine the official receipt time. It is each Respondent's responsibility to ensure that its proposal is time stamped by the Purchasing Division by the deadline. This responsibility rests entirely with the Respondent, regardless of delays resulting from postal handling or for any other reasons. Proposals will be accepted at any time during the normal course of business only, said hours being 8:00 AM to 5:00 PM local time, Monday through Friday, legal holidays excepted.
 - b) Responses received after the deadline will not be accepted and will be returned to the Respondent unopened.
 - c) The opening and reading of a proposal does not constitute the City's acceptance of the Respondent as a responsive and responsible Respondent.
 - d) Proposals must be enclosed in a sealed envelope, box or package, and clearly marked on the outside with the following: RFP Title, Control Number, Deadline and Respondent's name, address, phone, fax and contact name.
 - e) Submission of a proposal establishes a conclusive presumption that the Respondent is thoroughly familiar with the Request for Proposal (RFP) and specifications and terms, and that the Respondent understands and agrees to abide by each and all of the stipulations and requirements contained therein.

- f) All prices and notations must be typed or printed **in ink**. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the proposal.
 - g) Proposals sent by telegraph, facsimile, or other electronic means will not be considered.
 - h) All costs incurred in the preparation and presentation of the proposal is the Respondent's sole responsibility; no pre-proposal costs will be reimbursed to any Respondent. All documentation submitted with the proposal will become the property of the City.
- 5) **WITHDRAWAL:** Proposals may only be withdrawn by written notice prior to the date and time set for the opening of proposals. No Proposal may be withdrawn after the deadline for submission.
- 6) **REJECTION:** The City reserves the right to reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the Purchasing Agent that the best interest of the City will be served by doing so. If all Proposals are rejected by the City, notice will be posted on the City's websites as noted on the Cover Page of this document. No Proposal will be considered from any person, firm or corporation in arrears or in default to the City on any contract, debt, or other obligation, or if the Respondent is debarred by the City from consideration for a contract award, or if Respondent has committed a violation of the City's Charter and/or Code of Ordinances which resulted in a termination of a contract or other material sanction within the five (5) years immediately preceding the date of issuance of this document.
- 7) **PROCUREMENT POLICY:** Procurement for the City will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City. The Purchasing Agent has the vested authority to execute a contract, subject to Mayoral and/or Council approval where required.
- 8) **PROPOSAL SIGNATURES:** Proposals must be signed by an authorized official of the Respondent. Each signature represents binding commitment upon the Respondent to provide the goods and/or services offered to the City if the Respondent is determined to be the most responsive and responsible Respondent.
- 9) **CONTRACT AWARD:** The City reserves the right to award by item, group of items, or total proposal. The Respondent to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Respondent at the address designated in the proposal. All proposals must be firm for at least 180 days from the due date of the proposal. After a final award of the Agreement by the City of Dearborn, the Contractor must execute and perform said Agreement. The date on which the Agreement is signed by the City of Dearborn marks the beginning of the Agreement.
- 10) **NO RFP RESPONSE:** For those Businesses who receive this RFP but who do not submit a response, it would help the City of Dearborn if you would please return a notice of why you have chosen not to respond.
- 11) **FOIA REQUIREMENTS:** Proposals are subject to public disclosure after the deadline for submission in accordance with state law.

SCOPE OF WORK AND SPECIFICATIONS

1) INTRODUCTION: Through this Request for Proposal (RFP), the City of Dearborn hereby invites businesses that meet the qualifications set forth herein to submit proposals to provide temporary and/or contract employee services for the City of Dearborn (City) on an as-needed basis for an initial three (3) year term with 2, 3-year options to renew at the same terms and conditions.

2) GENERAL INFORMATION: With this RFP, the City intends to create partnerships with Temporary/Contract Employee Agencies (Agency(s)) to provide as-needed staffing needs for the City. These services are intended to compliment and/or supplement current staffing levels during times of staff turnover and to supplement the City's workforce for specific tasks/initiatives. Specifically, the goals of the resulting contract include the following:

- Address temporary increases in workload/demands
- Deal with employees that are on extended leave
- Provide for temporary filling of vacancies during the City's hiring process
- Respond to situations where the City requires specific technical skills for a specific project/initiative (project life)
- Manage the need for supplemental support for definite periods of time (e.g., seasonal work)
- Have the capacity to increase temporary staffing dramatically for a short-term project/period or to address an emergency need

As of June, 2010, the City of Dearborn employed 709 full-time employees and 801 part-time employees (1,510 total employees) who provide a wide range of municipal services. Temporary/Contract Employees (TCEs) required may cover a wide range of occupations at various levels of skill, including but not limited to, the following occupations:

Office/clerical, administrative support, cashiers, janitorial, and light labor. Skilled craft workers with typical hand tools of their trade such as laborers, mechanics, maintenance and repair specialists, and truck drivers. Information technology (IT) specialists, accountants, buyers, appraisers, lawyers, estimators, planners, expeditors, surveyors, architectural designers and drafters, engineers (varied engineering disciplines including civil), CAD designers, graphics specialists, geographic information systems (GIS) specialists, legal secretary, paralegal, professional camera and audiovisual technicians, project managers, contract managers, building inspectors, construction inspectors and construction managers, unarmed specialty security personnel (e.g., library security, municipal court security) and recreational instructors (e.g. yoga, aerobics, dance and rock climbing instructors). At the end of this document you will see various job descriptions for some of the above. The pricing sheet will reflect those job descriptions as well as other items listed on the sheet.

The occupations above do not reflect any specific classification groupings. No guarantee of actual service requirement is implied or expressed by these occupations. Service requirements shall be determined by the City's actual need. Since the City of Dearborn is a public entity, the City operates according to laws, ordinances, and statutes not found in the private sector.

It is preferred (but not required) that TCEs assigned to the City's account have public-sector experience. TCEs assigned to the City's account will be privy to sensitive and/or confidential information and therefore all TCEs assigned to the City must pass a background check and any criminal history will be evaluated on a case-by-case basis. Some of the positions above (e.g. attorneys and building inspectors) **MUST** be state-licensed.

3) SCOPE OF SERVICES: The successful Respondent (Contractor) shall be required to provide the following except as otherwise identified below.

a) General:

- (1) Pay periods shall be weekly (Tuesdays – Mondays).
- (2) Hours of work will be the regular City hours; in most cases 8:00 a.m. to 5:00 p.m., with an hour for unpaid lunch for employees working at least an 8-hour shift. Work hours may vary slightly from department to department with paid break times as determined appropriate by department.
 - (a) Overtime will be considered as any time in excess of 40 hours per week and only with prior approval of department supervisor. TCEs working overtime shall be paid one and one half times their normal hourly rate.
 - (b) There will be occasions when less than an 8-hour period is required; some TCEs may only be needed for as little as eight (8) hours per week.
 - (c) Travel time to and from the work place and parking fees are not chargeable to the City.
- (3) The City will approve timesheets submitted by the TCE in accordance with the standardized cut-off dates established by the City. Timesheet data will be transmitted to the contractor for each payroll period by the City. Upon receipt of approved timesheets and on behalf of the TCE, the contractor shall pay the TCE.
 - (a) The contractor shall make payments to the TCE based on an hourly wage authorized by the City.
 - (b) Compensation shall be made from the successful Contractor to the TCE within seven (7) calendar days after the submission of the approved time sheet by the TCE to the City.
 - (c) If there is a change in the initial service authorizations for the TCE, the City shall notify the contractor of the change (e.g. change in the hourly wage, termination or hiring of employees, increase/decrease in the number of authorized hours of service).
- (4) The City and the contractor shall coordinate mutually agreeable schedules for each of the following:
 - (a) Date-specific pay periods
 - (b) Hours-worked transmittal cut-off dates
 - (c) Check issuance dates.
- (5) The schedule shall account for delays due to Federal holidays and may (at the City's discretion) be modified to meet other contingencies as suggested by the contractor and agreed to by both the City and the contractor.

- b) Contractor shall provide fully-qualified and properly trained TCEs. To verify these qualifications and training, the contractor shall:
- (1) Submit a copy of a detailed résumé of each TCE.
 - (2) Specify the type(s) of proficiency testing conducted and the TCE's resulting score compared to the passing threshold and the mean score.
 - (3) List the type(s) of training and relative proficiency level completed by the TCE (e.g. Excel levels 1-3, "Advanced Excel Training"). If needed, an electronic sample of the TCE's work shall be provided to the City as requested by the City.
- c) The contractor shall understand and agrees that the **contractor** is the employer of record for TCEs assigned to the City's account.
- d) For each TCE, the contractor shall prepare and file all applicable state and federal employer and employee payroll forms, including (but not limited to) the forms listed below. Copies of all forms shall be provided to the City. The contractor shall prepare the employer payroll forms in accordance with IRS Notice 2003-070:
- (1) Form 940
 - (2) Form 941
 - (3) W-2
 - (4) W-4
 - (5) I-9
- e) The contractor shall calculate and pay all applicable employer taxes, including (but not limited to) those listed below:
- (1) Pay FICA tax (social security and Medicare)
 - (2) Federal Unemployment Tax (FUTA)
 - (3) State and Federal Withholdings
 - (4) State Unemployment Tax (SUTA)
- f) The contractor shall use all available means and current technology to keep all TCE personal information secure. This applies to paper files in the contractor's office and when transmitting personal information electronically.
- g) TCEs shall comply with all instructions pertaining to conduct and building regulations issued by the City. All TCEs shall be subject to all City's Policies and Procedures including, but not limited to, Drug and Alcohol Testing, Dress and Hygiene standards.
- h) Under no circumstances shall the City be held responsible for handling any associated payroll costs and tax obligation including, but not limited to, Federal income tax withholding, FICA, State income tax withholding, or unemployment compensation. The City shall be responsible solely for their contractual obligation to the Contractor.
- i) Contractor shall provide a list and brief detail of the benefits (if applicable) provided to their TCE. (i.e. medical, dental, sick leave, holiday pay, vacation pay). The City will not be providing benefits of any kind to TCEs.
- j) Contractor shall reimburse City for any improper charges which may result from fraudulent time cards prepared by TCE which have not been signed and approved by the City's authorized representative and are discovered within one (1) year after payment by City.

- k) Any work products such as reports, drawings, graphs, or charts produced by Contractor's TCEs as part of the services rendered under this agreement shall be provided to and be the sole property of the City. Contractor and TCEs shall not release such work or other information obtained or produced pursuant to this agreement without the prior written consent by the City.
- l) The City does not normally provide detailed written job descriptions when requesting TCEs. If the City does require a temporary to have specific training, the Contractor can require the City to provide a detailed written job description for these instances. If Contractor requests specific alternative language to be included in the City's final contract, Contractors must submit with their response the specific alternative language. The City may or may not accept the alternative language. Contractors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.
- m) Contractor shall adequately screen and document all TCEs that are referred to the City in order to confirm the appropriateness of their working in a public facility and their fitness for the assigned duty (or duties) to be performed. Screening may include, but not be limited to, background checks, drug testing, and reference checks. The City reserves the right to request multi-county background checks and national background checks. Random driver's license checks verified through the motor vehicle department to validate an active license and good driving record shall be required by the City. Any costs associated with those screenings shall be the Contractor's responsibility. The City may request confirmation of such screenings and the documented results.
- n) Generally, all work shall be performed on City property. By mutual, written agreement between Contractor and City, certain projects may be performed offsite.
- o) If Contractor has available to the general public a commercial hourly rate list which is dated and published, this commercial hourly rate list shall be provided with the Contractor's proposal. The price list should show all positions which are available through the Contractor along with a brief description, hourly pay rate, and classification code. This commercial price list will be made available to the City's departments as a guide when requesting TCEs and setting hourly pay rates.
- p) Contractor shall respond within two hours after the initial placement request of the City. Initial placement response is defined as a return call to the requester to review the requirements and develop a timeline for placement. Within a maximum of two (2) business days, Contractor shall provide the City's requestor with a viable Temporary or, if requested, résumés of viable TCEs available for assignment.
- q) The hourly rate for minimum wage positions may be increased if there is an increase in the Federal minimum wage. The amount of increase in the hourly bill rate shall not exceed the amount of the increase in the pay rate to the Temporary and shall not exceed the amount of the increase in the minimum wage. The City shall only adjust those positions that are paid the Federal minimum wage rate.

r) The contractor shall provide:

- i) Background checks
- ii) Criminal history reports
- iii) Driver's license checks
- iv) Workers' Compensation and unemployment coverage for all TCEs.

s) **City of Dearborn Responsibilities:**

- i) City shall assign tasks, have direct control over the daily activities and determine acceptable quality of the work performed by Contractor's TCEs assigned to the City. In the event any such TCE placement fails to adhere to City's directives or demonstrates that they are not qualified to perform the required duties, City shall notify Contractor, who shall replace such TCEs no later than the following business day. Contractor shall waive all charges, rates, and fees if a TCE is unacceptable to the City and Contractor is notified by the City within the first eight (8) hours after a TCE reports to the City for the assigned duty.
- ii) TCEs furnished by the Contractor are not entitled to participate in any of the City's employment plans or benefits.
- iii) The City does not intend to require current TCEs contracted by other temporary employment agencies to contract with the City's awarded Contractor. The City may provide this as an option to the TCE if it is in the best interest of both the City and the TCE. Otherwise the current TCE's contract with the City and the City and their employment agency shall remain in force until terminated.

QUALIFICATIONS

- 1) **MINIMUM QUALIFICATIONS:** Proposers (specifically, the business that will be contractually bound under the contract with the City of Dearborn) will be deemed non-responsive and rejected without any further evaluation if they do not meet the following qualifications:
 - a) The Proposer must have five (5) years experience performing similar work as described in the scope of work.
- 2) **PREFERRED QUALIFICATIONS:** The Proposer may be shortlisted and/or evaluated higher if they meet the following qualifications:
 - a) The Proposer must have five (5) years experience performing similar work for the public sector (i.e. municipalities) as described in the scope of work.

EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS

- 1) **EVALUATION:** All proposals received will be evaluated by a Selection Team that consists of City representatives. The following factors, listed in relative order of importance, will be considered in making the selection:
 - a) Experience, Qualifications, and References
 - b) Capacity to Provide Full Scope
 - c) Cost (Fixed Fee/Rates/Etc.)

Each proposal submitted in response to this RFP shall focus on these criteria. In addition, the Selection Team also may consider the past performance of the Respondent on other contracts with the City or other entities. The City reserves the right to make such additional investigations as it deems necessary and may require the submission of additional information.

- 2) **GENERAL SUBMITTAL REQUIREMENTS:**

- a) **NUMBER OF COPIES:** One signed original, plus eight copies (nine total) of the entire proposal must be submitted. The original must be marked as an original. Each copy must be identical to the original. Proposal submissions must include this proposal packet, fully completed and all relevant charts, diagrams, and other materials.
- b) **PROPOSAL FORMAT:** Each proposal should be prepared simply and economically. Responses shall be in the same order as the requirements are listed below to ensure the Selection Team is able to easily locate the information that is requested in this solicitation.
- c) **PROPOSAL CONTENT:** The Respondent must include the following items, or the proposal will be deemed non-responsive and rejected without any further evaluation.
 - i) All general forms contained in this RFP, fully completed*:
 - (1) Proposal Form
 - (2) Exceptions and Alternatives to RFP Scope/Specifications Form
 - (3) Cost proposal
 - (4) Business Information Questionnaire
 - (5) Subcontractor Form
 - ii) A complete response to each of the Submittal Requirements in the next section, which are specific to the evaluation criteria.

* Businesses that have done work for the City of Dearborn are not exempt from submitting required documents.

- 3) **SUBMITTAL REQUIREMENTS:** Submit a complete response to each of the following items which are specific to the evaluation criteria:
- a) Experience, Qualifications, and References
 - i) Describe the experience (including years of experience) providing similar services.
 - ii) Describe the experience and qualifications of lead personnel. Include detailed résumés.
 - iii) Provide at least three references for similar projects/contracts for other governmental agencies, including name of establishment, full address, date(s) of service, contact name, e-mail address, and contact telephone number.
 - b) Capacity to provide full scope:
 - i) Please list the size, number of employees, recruits, etc. that would show evidence that you are capable of providing the services required.
 - c) Cost (fixed fees, rates, etc.).
 - i) Complete the Price Page included herein.
- 4) **SHORTLISTING:** The City may shortlist the Respondents based upon responses to the above items. The City may also award separate contracts for services depending on services offered such as specialty positions, etc. If necessary, the City will conduct interviews/demonstrations. The City will notify each Respondent on the shortlist, if such presentation is required. These presentations will provide an opportunity for the Respondents to respond to questions posed by the Selection Team and to clarify their proposals through exhibition and discussion. The City will not reimburse oral presentation costs of any Respondent.

SPECIFIC CONTRACT TERMS AND CONDITIONS

1. **CONTRACT TERM:** The contract is for a term of three (3) years, effective upon the first of the month following the notice of award (unless otherwise indicated in the award letter), with up to two (2) 3-year renewal options at the sole discretion of the City.
2. **AWARD:** The City of Dearborn reserves the right to award to one or multiple Contractors – whichever the City deems to be in its best interest upon review of proposals.
3. **NEGOTIATION:** Quantities, services, and prices listed in the Scope of Work and in the Respondent's response to this RFP may be subject to negotiation. Any agreements resulting from negotiation that differ from what is presented in this RFP or in the Respondent's response shall be documented and included as a part of the final contract.
4. **INSURANCE SUBMISSION REQUIREMENTS:** The successful Respondent (Contractor) must submit proof to the Purchasing Office that they meet all City of Dearborn insurance requirements prior to receiving an executed contract and/or purchase order. Proof of insurance as stated below will be required no later than five (5) business days of request. A "Notice of Intent to Recommend for Award" letter will serve as the request and will be faxed and/or emailed to the successful Respondent. **To expedite the process, a copy of your current coverage shall be submitted with your Proposal.**
5. **STANDARD INSURANCE REQUIREMENTS:**
 - a) **Commercial General Liability Coverage:** Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The certificate must contain, as an endorsement, the following language: "The City of Dearborn, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget including the City of Dearborn are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Dearborn". The limit amount for this insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
 - b) **Workers Compensation Coverage:** At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employers Liability limits of \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.
 - c) **Automobile Liability Coverage:** The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.
 - d) The insurance carrier must have an A.M. Best Company rating of A-, VII or better.
 - e) Cancellation clause of insurance shall identify not less than thirty (30) days.
 - f) The City reserves the right to require complete, certified copies of all required insurance policies at any time.
6. **KEY PERSONNEL AND SUBCONTRACTORS:** It is essential that the Contractor provides adequate experienced personnel and subcontractors, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.
 - a) The Contractor agrees that, once assigned to work under this contract, key personnel and subcontractors shall not be removed or replaced without written notice to the City.
 - b) If key personnel and subcontractors are not available for work under this contract for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City,

and shall if needed, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.

- c) The use of any subcontractor is subject to pre-approval by the City of Dearborn's Legal Contract Administrator and Purchasing Department.

STANDARD TERMS AND CONDITIONS OF AGREEMENT

- 1) **Assignment/Transfer:** Assignment or transfer of this contract without written consent of the City of Dearborn (Purchaser) may be construed by the Purchaser as a breach of contract sufficient to cancel this agreement at the discretion of the Purchaser.
- 2) **Excise and Sales Tax:** The prices herein must not include any Federal excise taxes or sales taxes imposed by any State or Municipal Government. Such taxes, if included, must be deducted by the Seller when submitting invoice for payment.
- 3) **Invoices:** Invoices for services must be submitted within 45 days after completion of Services. Payment will be delayed if the invoice fails to reference PO number, ordering department, unit prices, quantities, totals, and a full description of the order that matches the PO.
- 4) **IRS Form W-9:** Seller must have on file with the City of Dearborn an IRS Form W-9 before Purchaser will issue any payment to Seller.
- 5) **Compliance with Laws:** Contractor represents and warrants that the performance of this order and the furnishing of goods or services required shall be in accordance with the applicable standards, provisions and stipulations of all pertinent Federal, State or City of Dearborn laws, rules, regulations, resolutions, and ordinances including but not limited to the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations, the Transportation Safety Act and the Occupational Safety and Health Acts.
- 6) **Amendments:** No amendment, modification or supplement to this contract shall be binding unless it is in writing and signed by authorized representatives of the parties.
- 7) **Termination:** When in the City of Dearborn's best interest, the City of Dearborn may unilaterally cancel this agreement at any time, whether or not the Contractor is in default of any of its obligations hereunder. Under any such cancellation, the Contractor agrees to waive any claim for damages, including loss of anticipated profit on account hereof. However, the City of Dearborn agrees that the Contractor shall be paid for items and/or services already accepted by City of Dearborn, but in no event shall the City of Dearborn be liable for any loss of profits on the order or portion thereof so terminated. Either party may terminate this agreement at any time for the failure of the other to comply with any of its material terms and conditions.
- 8) **Waiver of Breach:** No waiver by either party of any breach of any of the covenants or conditions herein contained performed by the other party shall be construed as a waiver of any succeeding breach of this same or of any other covenant or condition.
- 9) **Records and Right to Audit:** Contractor's "records" shall upon reasonable notice be open to inspection and subject to audit and/or reproduction at during normal business working hours. The City's representative or an outside representative engaged by City may perform such audits. The City or its designee may conduct such audits or inspections throughout the term of this contract and for a period of three years after final payment or longer if required by law.
 - a. Contractor's "records" as referred to in this contract shall include any and all information, materials and data of every kind and character, including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase orders, leases, contracts, commitments, arrangements, notes, daily diaries, superintendent reports, drawings, receipts, vouchers and memoranda, and any and all other agreements, sources of information and matters that may in the City's judgment, have any bearing on or pertain to any matters, rights, duties or obligations under or covered by any Contract Document. Such records shall include (hard copy, as well as computer readable data if it can be made available), written policies and procedures; time sheets; payroll registers; cancelled checks; subcontract files (including proposals of successful and unsuccessful bidders, bid recaps, etc.); original estimates; estimating work sheets; correspondence; change order files (including documentation covering negotiated settlements); back charge logs and supporting documentation; general ledger entries

detailing cash and trade discounts earned, insurance rebates and dividends; and any other contractor records which may have a bearing on matters of interest to the City in connection with rite contractor's dealings with the City (all foregoing hereinafter referred to as "records") to the extent necessary to adequately permit evaluation and verification of: a) contractor compliance with contract requirements, b) compliance with the City's Charter and policies, and c) compliance with provisions for pricing change orders, invoices or claims submitted by the contractor or his payees.

- b. Contractor shall require all payees (examples of payees include subcontractors, insurance agents, material suppliers, etc.) to comply with the provisions of this article by incurring the requirements hereof in a written contract agreement between Contractor and payee. Such requirements to include flow-down right of audit provisions in contracts with payees will also apply to Subcontractors and Sub-Subcontractors, material suppliers, etc. Contractor will cooperate fully and will cancel Related Parties and all of Contractor's subcontractors (including those entering into lump sum subcontracts) to cooperate fully in furnishing or in making available to the City from time to time whenever requested in an expeditious manner any and all such information, materials and data.
 - c. The City's authorized representative or designee shall have reasonable access to the Contractor's facilities, shall be allowed to interview all current or former employees to discuss matters pertinent to the performance of this contract and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this article.
 - d. If an audit inspection or examination in accordance with this Article, discloses overpricing or overcharges (of any nature) by the contractor to the City in excess of one-half of one percent (.5%) of the total contract billings the reasonable actual cost of the City's audit shall be reimbursed to the City by the Contractor. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the contractor's invoices and/or records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of the City's findings to Contractor.
- 10) **Complete Agreement:** The parties agree that the conditions of purchase stated herein or attachments hereto set forth their entire agreement and there are no promises or understandings other than those stated herein, and that any prior negotiations between the Purchaser and Seller or terms or conditions of sales set forth in the Seller's quotation or order or sales acknowledgement shall not constitute a part of the agreement between the Purchaser and Seller concerning this purchase. The term "agreement" as used in this clause shall include any future written amendments, modifications, or supplements made in accordance herewith.
- 11) **Liability and Indemnity:** Contractor agrees to protect, defend, reimburse, indemnify and hold the City of Dearborn, its officers, affiliates, employees and agents harmless at all times from and against any and all claims, liabilities, expenses, losses, demands, damages, fines and causes of action of every kind and character made, incurred, sustained or initiated by any party hereto, any party acquiring any interest hereunder, any agent or employee of any party hereto, any third or other party whomsoever, or any governmental agency, arising out of, incident to, or in connection with this contract, or in the performance, nonperformance or purported performance of the work or services or breach of the terms hereof, except when the City of Dearborn is solely at fault.
- 12) **Records:** The City of Dearborn reserves the right to inspect all vendor documents relating to this agreement for up to three (3) years after expiration.
- 13) **Insurance:** The Contractor, at its own expense and in its own name must provide and keep in force during the term of this Agreement, insurance coverage provided by (a) company(s) licensed to conduct business in the State of Michigan acceptable to the City of Dearborn with limits not less than indicated for the respective items or as otherwise agreed. Types of coverage and limits of liability shall be as set forth in the Special Instructions, Terms and Conditions.

- 14) **Noncompliance:** Failure to deliver in accordance with specifications will be cause for the City of Dearborn to cancel the contract or any part thereof and purchase on the open market, charging any additional cost to the Contractor.
- 15) **Protection of Resident Workers:** The City of Dearborn supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification and non-discrimination. The contractor is held responsible to establish appropriate procedures and controls so no services under this contract will be performed by any worker who is not legally eligible to perform such services. The City of Dearborn shall have the right to terminate the contract if the City determines that the contractor has failed to perform satisfactorily with respect to its employment practices in support of INA.
- 16) **Non-Discrimination Clause:** The bidder agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to hire, tenure, terms, conditions or privileges, of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as material breach of the contract as provided for in Act 220 and Act 453 of the Public Acts of 1976, as amended, entitled "Michigan Handicapper's Civil Rights Act" and the Michigan Elliott Larson Civil Rights Act." The bidder further agrees to require similar provisions from any subcontractors, or suppliers.
- 17) **Subcontracting:** The use of a subcontractor is subject to the written approval of the Corporation Counsel of the City of Dearborn.
- 18) ***Use of the City Seal: Contractors are prohibited from using the official Seal of the City of Dearborn in this Proposal or in any other manner.***
- 19) **Legal Proceedings:** Any legal proceedings shall be resolved in Michigan courts.

REQUIRED FORMS

PROPOSAL FORM19

EXCEPTIONS AND ALTERNATIVES TO RFP SCOPE/SPECIFICATIONS.....21

COST PROPOSAL FORM22

BUSINESS INFORMATION QUESTIONNAIRE.....24

SUBCONTRACTOR FORM26

PROPOSAL FORM

Failure to complete this form shall result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

OFFER TO: CITY OF DEARBORN:

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Respondents, Offer, and all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): _____, _____, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if the Offer is accepted by the City of Dearborn, to enter into a Contract to provide the stated goods and/or services for the term as stated herein in accordance with the Scope of Work, Specifications, and Terms and Conditions, together with any written Addenda as specified above and any negotiated terms. If this offer is accepted and signed by the City of Dearborn, this RFP document, together with any written Addenda and any negotiated terms shall be (collectively) the contract.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Respondent represents that:

1. The Respondent is in compliance with any applicable provisions of the City's Charter and Code of Ordinances.
2. If awarded a contract to operate the Concession or provide the goods or Services required in the RFP, the Respondent will comply with the City's Charter and Code of Ordinances. These documents can be found on the City of Dearborn's website on the City Clerk's page.

NONCOLLUSION:

The undersigned, by submission of this Proposal Form and other required forms, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Contract, it will submit to the City any required type of guarantee (i.e. irrevocable letter of credit or cash deposit).

SUBMITTAL REQUIREMENTS:

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

No proposal shall be accepted which has not been manually signed in ink in the appropriate space below:

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

Company Name

Title

Address

Federal Tax ID

City State Zip

For clarification of this offer, contact:

Signature of Person Authorized to Sign

Printed Name

Printed Name

Phone

Email

ACCEPTANCE OF OFFER:

(To Be Completed By the City of Dearborn)

The Offer is hereby accepted for temporary/contract employee services with an annual value not expected to exceed \$_____.

The Contractor is now bound to sell the materials or services listed in the Request for Proposal, including all terms, conditions, scope, specifications, amendments, etc., as accepted by the City of Dearborn including any negotiated terms and conditions not explicitly mentioned in this RFP or in the offer as submitted by the Contractor (such items shall be attached to this contract as applicable).

This contract shall henceforth be referred to as _____. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives a purchase order and/or a written notice to proceed from the City of Dearborn.

COUNTERSIGNED:

APPROVED AS TO FORM BY:

John B. O'Reilly, Jr., Mayor Date
(or designee)

City of Dearborn Corporation Counsel Date

BUDGET APPROVAL (if applicable):

James J. O'Connor, Treasurer Date

EXCEPTIONS AND ALTERNATIVES TO RFP SCOPE/SPECIFICATIONS

Respondents are to prepare the Cost Proposal Form(s) based on the scope and specifications set forth in the RFP documents without considering any exceptions that may be set forth on this form.

- 1) In the event the Respondent takes exception or would like to propose an alternative solution to the RFP scope or specifications, they may set forth alternatives in the following manner:
 - a) The exceptions and/or alternative solutions are to be submitted as one, separately-sealed proposal entitled, "Alternate Proposal." Alternate proposals must include all required forms and a separately-sealed Alternate Cost Proposal Form, including all required copies.
 - b) Each exception and/or alternative must be presented separately by stating:
 - i) The specific item for which an exception is requested (citing the page and item number of the item in question).
 - ii) The suggested alternative to the exception, inclusive of proposed new language.
 - iii) An explanation as to how the proposed change would benefit the City and/or why the exception is necessary.
 - iv) The specific differences in cost between the Alternate Proposal and Original Proposal which would take place if the exception was accepted by the City.
 - c) All exceptions must be followed with the following language without exception.
"Except as set forth above, Respondent is in complete agreement with the proposed terms, conditions and business arrangements described in the RFP including the attached Agreement. The Respondent assumes the risk of all conditions foreseen or unforeseen and agrees to provide the services set forth in the Agreement under whatever circumstances may develop other than as herein provided."
- 2) **Exceptions to the "Standard Terms and Conditions of Agreement" will not be accepted.**
- 3) This form must be signed by an individual authorized to commit the Respondent's firm to the Agreement in the manner set forth below.

Signature: _____

Type Name: _____

Title: _____

Date: _____

Please note that if exceptions are taken, all required information, as set forth above must be submitted

COST PROPOSAL FORM

FAILURE TO COMPLETE THIS FORM SHALL RESULT IN YOUR PROPOSAL BEING DEEMED NONRESPONSIVE AND REJECTED WITHOUT ANY FURTHER EVALUATION. **THIS COST PROPOSAL FORM AND ADDITIONAL PRICE-RELATED INFORMATION MUST BE SUBMITTED IN A SEPARATE, SEALED ENVELOPE WITH YOUR RFP SUBMISSION.**

PRICING:

2.1 The bidder shall state a firm, fixed percent of markup, which shall be added to the TCE's wages, to equal the successful bidder's billing rate per hour, as indicated below. The markup stated shall include total cost to the bidder (i.e., salary to the employee, employee benefits, worker's compensation, unemployment insurance, administrative overhead, profit, etc.).

Firm, fixed percent of markup: _____ %

2.2 The bidder shall calculate the firm, fixed bill rate per hour utilizing the percent of markup indicated above as applied to the proposed TCE wage rate per hour. The resulting bill rates per hour shall be the firm, fixed bill rates per hour for the initial contract period.

Temporary Employee

Job Classification	Wage Rate Per Hour	Bill Rate Per Hour
Nurse, R.N.	\$_____	\$_____
Cashier	\$_____	\$_____
Law Clerk	\$_____	\$_____
Stagehand	\$_____	\$_____
Buyer	\$_____	\$_____
Accountant 1	\$_____	\$_____
Audio Visual Assistant	\$_____	\$_____
Building Inspector	\$_____	\$_____
Custodian	\$_____	\$_____
Library Security	\$_____	\$_____
Enforcement Office (parking)	\$_____	\$_____
Fleet Porter	\$_____	\$_____
Groundskeeper	\$_____	\$_____

Manual Helper	\$_____	\$_____
Planner	\$_____	\$_____
CAD Designer	\$_____	\$_____
Web Editor	\$_____	\$_____
Van Driver	\$_____	\$_____
Babysitter	\$_____	\$_____
Building Attendant	\$_____	\$_____
Fitness/Gym Attendant	\$_____	\$_____
Building Supervisor	\$_____	\$_____
Recreation Associate	\$_____	\$_____
Gymnastics Instructor	\$_____	\$_____
Sound Engineer/Technician	\$_____	\$_____
Sales Associate	\$_____	\$_____
Athletic Program Instructor	\$_____	\$_____
Recreation Park Ranger	\$_____	\$_____
Fitness Instructor	\$_____	\$_____

BUSINESS INFORMATION QUESTIONNAIRE

Failure to complete this form may result in your Bid or Proposal being deemed nonresponsive and rejected without any further evaluation.

NAME OF COMPANY _____

PRINCIPAL OFFICE ADDRESS _____

TELEPHONE NUMBER _____

DUNS# AND/OR **CCR** (if applicable)# _____

FORM OF OWNERSHIP (Check One)

Corporation () LLC () Joint Venture ()

State of Incorporation/Registration _____ Date of Incorporation/Registration _____

Partnership () If Partnership, select one of the following: Limited () or General ()

Individual ()

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

LIST OF CORPORATE DIRECTORS

Principal Business Affiliation	
Name	Other Than Respondent Directorship
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

LIST OF PRINCIPAL STOCKHOLDERS (i.e., those holding 5% or more of the outstanding stock)

Name	Address

FINANCIAL DISCLOSURE/CONFLICTS OF INTEREST: Identify any contract(s), including any contract involving a personal, familial, employment or consulting relationship, which the firm, or its partners, principals, corporate officers or owners currently has with the City of Dearborn, or with any of its council members or officers.

LATEST CREDIT RATING (Specify if other than Dun and Bradstreet)

I hereby certify that the foregoing business information is true, correct and complete to the best of (my/our) knowledge and belief:

(Name of Company)

By _____
(Signature) Date _____

(Title)

By _____
(Signature) Date

(Title)

SUBCONTRACTOR FORM

Failure to complete this form may result in your Bid or Proposal being deemed nonresponsive and rejected without any further evaluation.

Are there any subcontractors to be utilized under this contract?

☐ YES - You must complete both pages.

☐ NO - You must complete only this page.

ACKNOWLEDGED BY:

Firm: _____

Name: _____
(Authorized Representative)

Title: _____

Signature: _____

Date: _____

SUBCONTRACTOR FORM Continued

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor _____

State relationship, if any, between Prime Contractor and each Subcontractor: _____

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.

Subcontractor: _____ Fed Tax ID _____

Address: _____ P.O. Box _____

City: _____ County _____ State _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings): _____

Work to perform: _____

Subcontract Amount \$ _____ Percent of Contract _____ %

ACKNOWLEDGED BY:

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR

Authorized Signature	Name & Title	Date
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I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR	Authorized Signature	Name & Title	Date
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BUYER

DISTINGUISHING FEATURES OF WORK:

This is a professional purchasing position in a municipal purchasing division. The employee has responsibility for purchasing a variety of goods and services for a municipal government. The employee is responsible for purchases from receipt of requisition through payment to vendors. The Buyer processes requisitions for supplies, equipment and services; issues and reviews quotations and bids assists departments/divisions with specifications; participates in the proposal process; and works with vendors to establish quality and delivery requirements. The Buyer will administer the procurement card program.

The employee works under the general direction of the Purchasing Agent and/or designee who establishes procedures, reviews performance and assigns duties. The employee must exercise considerable independent judgment and initiative based on professional training and experience. A considerable knowledge of the City's purchasing practices and procedures; and a good understanding of the applicable laws, regulations and purchasing principles are required. The employee adds value to the purchasing process by proactively incorporating alternative solutions to achieve optimum results.

The employee interacts in a consistently pleasant and helpful manner to fellow employees, visitors, and citizens of the City of Dearborn and demonstrates the highest standards of internal and external customer service.

DUTIES AND RESPONSIBILITIES:

Essential Job Functions (*Functions essential to attaining job objectives*):

- Processes requisitions for supplies, equipment and services for municipal government operations using computer applications.
- Issues, reviews and participates in the bid, quote and proposal process. Assists department/division personnel in determining needs and preparing specifications.
- Consults with user departments regarding questions and needs and handles follow-up on orders.
- Confers with vendors regarding availability, quality and delivery requirements for an assigned range of goods and services.
- Prepares purchasing schedule for review by Purchasing Agent.
- Coordinates disposition of surplus goods in accordance with purchasing, ordinance and related procedures.
- Administers the procurement card program, receiving and central stores support.
- Coordinates purchases between departments and divisions.
- Works with the City's E-Procurement web site to post bids, quotes and proposals.
- Demonstrates predictable and regular attendance.

Marginal Job Functions (*Peripheral or incidental to primary job functions*):

- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of purchasing methods and procedures, and the rules and regulations governing the purchase of commodities and services.
- Considerable knowledge concerning commodities and services typically purchased by a City and their sources of supply.
- Considerable skill in operating a computer.
- Some knowledge of record keeping and accounting procedures as applied to purchasing.
- Ability to maintain ethical standards and professionalism while performing the duties of this position.
- Ability to communicate effectively both verbally and in writing.
- Ability to understand and follow oral and written instructions.
- Ability to perform mathematical computations with speed and accuracy.

EXPERIENCE AND TRAINING:

Significant experience, four-year degree or a combination of education and experience which provides the required knowledge, skills and abilities

ACCOUNTANT I

DISTINGUISHING FEATURES OF WORK:

This is professional accounting work within a municipal finance department, requiring independent judgment in the application of professional accounting principles and procedures to daily work transactions, and in the preparation, analysis and interpretation of accounting records and reports. A superior reviews by periodic audits and by evaluation of standards of performance the work.

Employee interacts in a consistently pleasant and helpful manner to fellow employees, visitors, and citizens of the City of Dearborn and demonstrates the highest standards of internal and external customer service.

DUTIES AND RESPONSIBILITIES:

Essential Job Functions (Functions essential to attaining job objectives):

- Prepares, analyzes and interprets accounting records and reports.
- Prepares journal entries for adjustments, distributions and/or corrections.
- Performs audits of financial records; prepares related reports for supervisory review.
- Prepares special financial or accounting reports as required, such as cost or expenditure studies; assists in the preparation of budgets, prepares portions of the City's annual financial report.
- Reviews related federal, state, and local rules and regulations to ensure compliance of accounting activities.
- Supervises sub-professional and clerical personnel performing related activities.
- Demonstrates regular and predictable attendance.

Marginal Job Functions (Peripheral or incidental to primary job functions):

- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the theory, principles, methods and practices of accounting, particularly governmental accounting.
- Some knowledge of laws, ordinances, and regulations governing city financial matters.
- Some knowledge of modern office methods, practices, procedures, and equipment.
- Some knowledge of electronic data-processing systems as they relate to accounting applications.
- Ability to use microcomputer software effectively, particularly spreadsheet applications.
- Ability to communicate effectively both orally and in writing.
- Ability to make mathematical calculations with speed and accuracy.
- Ability to prepare narrative and financial reports and to keep financial records of moderate complexity.
- Ability to direct and supervise the work of sub-professional and clerical employees.
- Ability to establish and maintain satisfactory relationships with employees and the public.
- Ability to work with other departments to review and resolve accounting and budgeting issues.

EXPERIENCE AND TRAINING:

Graduation from an accredited four-year college or university with a degree in Accounting, supplemented by some accounting experience; or a related degree, supplemented by coursework, training and experience in governmental accounting.



EMPLOYMENT OPPORTUNITIES

Applications are available in the City of Dearborn Human Resources Department,
4500 Maple, Dearborn, Michigan 48126
Open Monday- Friday, 8 a.m. to 5 p.m. Phone (313) 943-2053 Job Line (313) 943-2052 TTY (313) 943-2127
Equal Opportunity Employer
www.cityofdearborn.org

AUDIO VISUAL ASSISTANT (VIDEO PRODUCTION)

RATE OF PAY: \$8.50 - 12.00 per hour

HOURS: Approx. 28 - 32 hours per week, with scheduled evenings & weekends when necessary.

DESCRIPTION OF DUTIES:

An employee in this class edits video production material transports, sets-up and operates portable video production equipment such as cameras, tape recorders, editing systems, studio control equipment, audio systems and lighting systems. Edits video production material into finished programs. Directs video productions in a multi-camera studio environment. Conducts workshops on basic television production. Assists with general office work and performs related work as required. Works under the general direction of the Broadcast Media Supervisor.

Interacts in a consistently pleasant and helpful manner to fellow employees, visitors and citizens of the City of Dearborn and demonstrates the highest standards of internal and external customer service.

QUALIFICATIONS:

- Ability to lift, carry and operate video camera equipment.
- Ability to edit tape for visual and thematic quality.
- Ability to operate microcomputer equipment and related applications.
- Ability to climb and descend stairs and ladders while carrying lighting and other equipment.
- Ability to communicate effectively with tact and diplomacy, both verbally and in writing.
- Ability to work independently, learn assigned tasks readily, and to follow oral and written instructions.
- Ability to establish and maintain effective working relationships with employees, City officials and the general public.
- Performs related work as required.

DESIRABLE EXPERIENCE AND TRAINING:

Graduation from a standard high school or equivalent plus video production training in a college, trade school or production facility environment.

TWO PROFESSIONAL LETTERS OF REFERENCE AT TIME OF APPLICATION REQUIRED IN ORDER TO BE CONSIDERED FOR THIS POSITION.

APPLICATION PROCEDURE:

- All applicants must provide a demonstration tape of their audio visual abilities at the time of application.
- Interviews will be scheduled based upon evaluation of application and demonstration tape.

LAST DATE FOR FILING APPLICATIONS: Open until filled.



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Equal Opportunity Employer
www.cityofdearborn.org

BUILDING INSPECTOR (PT/T)

RATE OF PAY: Minimum \$20.00 per hour (depending on experience)

HOURS OF WORK: Approximately 15-30 hours per week (flexible), April through November

JOB DESCRIPTION:

This is skilled inspection work in securing compliance with building codes, ordinances and regulations. The employee makes inspections of buildings and other structures for structural safety, fire safety, sanitation, zoning, and other requirements and standards as set forth in building, zoning, and other ordinances and codes. The employee is responsible for reporting fully and accurately all violations and for taking official action to ensure compliance. Although new and difficult situations may be referred to a superior, the employee usually works independently in the field and is responsible for independent decisions requiring technical discretion and judgment. The work is subject to general administrative direction and review.

REQUIREMENTS:

- **Prefer a State certified Building Inspector**, per Public Act 54 of the State of Michigan. In accordance with this, all applicants must submit a copy of State certifications with application. **If you are NOT already State certified you must be able to obtain State certification.** You may be eligible as a provisional building inspector if you have four years of experience in general building construction as a contractor, skilled worker, a person responsibly in charge of construction, or a combination thereof. An architect or engineer who is licensed under the provisions of Act. No. 299 of the Public Acts of 1980, as amended, being §339.101 et seq. of the Michigan Compiled Laws, shall be deemed qualified for registration as a Building Inspector, subject to the provisions of section 12(2) of the act.
- Should have experience reviewing building plans and specifications for compliance with any and all codes, ordinances, and standards presently enforced and/or utilized in the review of documents.
- Should have residential building construction and inspection experience (minimum 5 years experience desired).
- Prefer graduation from a high school, trade school or equivalent, supplemented by college level courses in structural design and construction methods.

SPECIAL REQUIREMENT:

- **Must have a valid State of Michigan driver's license with a good driving record and be willing and able to operate own vehicle to drive to and from inspection sites.**
- **Must submit to a criminal history check.**
- **Must satisfactorily complete a medical examination prior to start date.**
- **Two professional letters of reference must accompany application.**

LAST DATE FOR FILING APPLICATIONS: OPEN UNTIL FURTHER NOTICE



EMPLOYMENT OPPORTUNITIES

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Equal Opportunity Employer
www.cityofdearborn.org

CUSTODIAN (PT/T)

RATE OF PAY: \$9.00 to \$12.00 per hour (depending on experience)

HOURS OF WORK: Year-round, 24 - 30 hours per week

MEDICAL: Satisfactory completion of medical examination prior to start date.

DESCRIPTION OF WORK:

An employee in this class is responsible for performing a wide variety of janitorial and routine maintenance tasks in municipal City buildings. The employee may receive specific assignments from a superior, but must assume some responsibility for achieving desired results.

DUTIES AND RESPONSIBILITIES:

- Sweeps, scrubs, buffs and waxes floors.
- Cleans restroom facilities and drinking fountains.
- Dusts surfaces, washes walls, washes windows, collects and carries out trash.
- Performs other custodial and cleaning tasks as necessary to maintain a clean, sanitary complex and grounds.
- Reports all obvious safety hazards to supervisor.
- Performs related work as required.
- Demonstrates predictable and regular attendance.

DESIRABLE QUALIFICATIONS:

- Some knowledge of janitorial equipment and supplies, and of their efficient and effective use in cleaning a large office complex.
- Ability to perform physical labor required for cleaning duties.
- Ability to interpret and follow oral and written instructions.
- Ability to communicate effectively and courteously with other employees and the public regarding janitorial and minor maintenance needs.
- Ability to react to change productively.
- Ability to work as a team member.
- Must have a valid Michigan driver license with a good driving record.

DESIRABLE EXPERIENCE AND TRAINING:

Some janitorial or custodial experience, preferably in a large public building or housing complex.

NECESSARY SPECIAL QUALIFICATIONS:

- Reliable transportation and a willingness to travel between city facilities.
- Must submit to a criminal history check, drug screen, and physical. Possession of valid Michigan driver license, good driving record.
- Willingness to operate own vehicle if driving is required for this position.
- **Two professional letters of reference must accompany application.**

DEARBORN RESIDENCY NOT REQUIRED

LAST DATE FOR FILING APPLICATIONS: OPEN UNTIL FURTHER NOTICE



EMPLOYMENT OPPORTUNITIES

Applications are available in the City of Dearborn Human Resources Department,
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Equal Opportunity Employer
www.cityofdearborn.org

LIBRARY SECURITY (PT/T) (Ordinance Enforcement Officer)

SALARY: \$11.00 per hour

MINIMUM AGE: 18 years of age

HOURS OF WORK:

Must be available **10-15** hours per week. *Will be required to work evenings and weekends and some daytime hours.* This is a year-round position.

ESSENTIAL FUNCTIONS: *(Must be able to perform either with or without reasonable accommodation)*

- Provides internal and perimeter security for the main library or a branch library.
- Stands in assigned area and patrols frequently on foot.
- Monitors and responds to disruptive and unauthorized activities, including excessive noise, loitering, theft, and destruction of library property.
- Opens and/or secures facility at closing.
- Works under the general direction of a supervisor in charge of the library facility.
- Performs related functions as assigned.
- ***Ability to demonstrate regular and predictable attendance as scheduled.***

QUALIFICATIONS:

- Demonstrated personal character, temperament and judgment to effectively respond to incidents directly, or report them to police or other authority as appropriate.
- Strong verbal skills, customer service orientation and the ability to interact with the library patrons, (including young children, adolescents and teens) in a respectful, yet firm manner.
- Ability to follow verbal and written instructions, to learn assigned tasks, and to apply rules appropriately and consistently.
- Ability to prepare written reports and records, including maintenance of a daily logbook.
- Must be able to engage in frequent standing and patrolling on foot.

REQUIREMENTS:

- High school graduation or GED certificate required.
- Prior security-related public contact experience preferred.
- Must have valid State of Michigan driver's license with a good driving record.
- Bilingual ability is helpful.

TWO PROFESSIONAL LETTERS OF REFERENCE AT THE TIME OF APPLICATION REQUIRED IN ORDER TO BE CONSIDERED FOR THIS POSITION.

POST EMPLOYMENT OFFER REQUIREMENTS:

- Satisfactory background check including criminal history and fingerprint check.
- Satisfactory medical examination, including drug screen (city provided.)
- Dearborn residency not required.

LAST DATE FOR FILING APPLICATIONS:

Friday, May 14, 2010 by 4:30 p.m.



EMPLOYMENT OPPORTUNITIES

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Equal Opportunity Employer
www.cityofdearborn.org

ENFORCEMENT OFFICER (PT/T)

Parking Enforcement Officer

SALARY: \$12.00 per hour

MINIMUM AGE: 18 years of age

HOURS OF WORK: Afternoons, approximately 30 hours per week (Year-round)

GENERAL DESCRIPTION:

Operates police ordinance enforcement vehicle to patrol City owned parking lots, structures, commercial parking areas, enforcing parking ordinances and responding to related parking complaints. This is civilian work under the general supervision of the Police Department Ordinance Enforcement Sergeant; however this Parking Enforcement Officer is expected to exercise independent judgment and initiative. Emphasis will be enforcement duties and public relations in the West Dearborn Business District.

QUALIFICATIONS:

- Demonstrate personal character, temperament and judgment to effectively respond to parking complaints.
- Ability to operate city vehicle in a safe and prudent manner obeying all traffic laws and general orders.
- Ability to follow verbal and written instructions and to learn assigned tasks, and procedures readily.
- Strong verbal skills and the ability to communicate with a diverse public in a respectful and professional matter.
- Ability to effectively operate computers both in the ordinance enforcement vehicle and in the station.
- Ability to prepare written and computer generated reports and records as well as testify in court.
- Ability to make regular rounds on foot or by vehicle, depending on the assignment.
- Ability to withstand and endure adverse weather conditions depending on the assignment.
- Ability to learn City streets, locations of businesses, and be able to provide directions to the public.

REQUIREMENTS:

- Must have a valid Michigan Driver's License with an excellent driving record.
- Must satisfactorily complete a 3 week training class.
- Minimum of a high-school diploma or G.E.D. equivalent.
- Some enforcement, inspection or security-related public contact experience.

NECESSARY SPECIAL QUALIFICATIONS:

- Must satisfactorily complete criminal history, background and fingerprinting check, and post-job-offer, City-provided medical examination.
- Two professional letters of reference must accompany application

MEDICAL: Appointee must satisfactorily complete medical examination prior to start date.

LAST DATE FOR FILING APPLICATIONS: Friday, August 29, 2008 at 4:30 PM.



EMPLOYMENT OPPORTUNITIES

Applications are available in the City of Dearborn Human Resources Department,
4500 Maple, Dearborn, Michigan 48126
Open Monday- Friday, 8 a.m. to 5 p.m. Phone (313) 943-2053 Job Line (313) 943-2052 TTY (313) 943-2127
Equal Opportunity Employer
www.cityofdearborn.org

FLEET PORTER (PT/T)

STARTING SALARY: \$10.00 per hour

MINIMUM AGE: 18 years

HOURS OF WORK:

This is a year-round position. The employee will work approximately 30 - 35 hours per week, Monday through Friday between the hours of 9:00 a.m. and 3:30 p.m. and Saturdays from 9:00 a.m. to 11:30 a.m.

JOB DESCRIPTION:

This is part time work transporting vehicles and equipment to and from City locations as well as to outside vendors. Employee is responsible for operating the City's mail machine. Employee is responsible for daily delivery of interdepartmental mail. Employee performs various manual tasks in assigned duties or in assisting full time personnel. Employee will perform janitorial duties to maintain the cleanliness of various shop and office areas. The work requires operation of a City vehicle, lifting, carrying, loading and unloading of mail, books, and packages. Employee interacts in a consistently pleasant and helpful manner to fellow employees, visitors and citizens of the City of Dearborn and demonstrates the highest standards of internal and external customer service.

BASIC DUTIES AND RESPONSIBILITIES:

- Delivery and pickup of interdepartmental mail to Departments and Divisions.
- Operates the City's mail machine
- Becomes familiar with the postal pricing and procedures
- Sorts mail; weighs letters and packages; stamp with proper postage
- Record daily log of mail counts, fund transfers, and certified letters
- Deliver outgoing stamped mail and parcels to the U.S. Post Office.
- Delivery and pickup of library books to and from various City libraries and, occasionally, shut-ins.
- Transporting vehicles/equipment to and from various city/vendor locations.
- Interior/exterior cleaning of all vehicles and equipment.
- General cleaning of all shop areas, shop equipment, wash areas, wash equipment and related office areas of all Motor Transport Division maintenance sites.
- Delivery and pickup of supplies and equipment.
- Ability to lift and carry objects of various sizes and dimensions weighing as much as 75 pounds
- Ability to work in a team oriented environment.

NECESSARY QUALIFICATIONS AND REQUIREMENTS:

- Graduation from an accredited high school or G.E.D.
- Must have a valid Michigan Driver License with a good driving record. A CDL a plus.

TWO PROFESSIONAL LETTERS OF REFERENCE AT THE TIME OF APPLICATION REQUIRED IN ORDER TO BE CONSIDERED FOR THIS POSITION.

LAST DATE FOR FILING APPLICATIONS: Monday, March 1, 2010 at 4:30 p.m.



EMPLOYMENT OPPORTUNITIES

Applications are available in the City of Dearborn Human Resources Department,
4500 Maple, Dearborn, Michigan 48126
Open Monday- Friday, 8 a.m. to 5 p.m. Phone (313) 943-2053 Job Line (313) 943-2052 TTY (313) 943-2127
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GROUNDSDKEEPER DPW - PARKS DIVISION

SALARY: \$8.00 to 10.00 per hour depending on experience **MINIMUM AGE:** 18 years of age

GENERAL DESCRIPTION:

This is routine labor involving park grounds and turf maintenance operations, as well as a variety of associated tasks (see below). Employees typically work a thirty-two (32) hour workweek, Monday - Friday, 7:00 am to 3:30 pm. Specific work schedules determined by Parks Division supervision.

NECESSARY SPECIAL QUALIFICATIONS:

A valid Michigan driver license with a good driving record.

ESSENTIAL FUNCTIONS: (Functions essential to attaining job objectives)

- Physically transports heavy objects for extended periods of time (i.e., park picnic tables).
- Loads and unloads heavy objects for extended periods of time (i.e., park trash containers, bulk landscape materials).
- Assists in clean up operations of parks and public areas.
- Assists tree and stump removal crews in general clean up procedures.
- Operates gasoline powered walk-behind turf mowers, edgers, weed whips, and leaf blowers. Uses hand pruners, polesaws, rakes, shovels, and brooms.
- Ability to demonstrate predictable and regular attendance.
- Ability to work outdoors in extreme heat, rain, or other unfavorable weather conditions.
- Ability to follow verbal and written instruction.
- Ability to establish and maintain a cooperative working relationship with coworkers and the general public.
- Drives a City vehicle to and from work assignments.

EXAMINATION PROCEDURE:

- Applications will be reviewed to confirm that minimum qualifications are met, including a driving record check.
- Qualified applicants will be interviewed and rated based on related experience and qualifications, willingness and ability to perform essential functions, with or without reasonable accommodation.

POST OFFER REQUIREMENTS:

- Must submit to a physical examination and a drug screen before the first day of work.
- Must submit to a criminal history check.

NECESSARY SPECIAL QUALIFICATIONS:

Must submit to a criminal history check and drug screen. **Two letters of reference must accompany application.** These may include: former employers (including babysitting and lawn care clients), family business (if you were an employee), school counselors, teachers, school administrators, school coaches (if you were a member of a sports team), clergy, and volunteer organizations.

LAST DATE FOR FILING APPLICATIONS: Open until filled.



EMPLOYMENT OPPORTUNITIES

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MANUAL HELPER

SALARY: \$10.00 per hour

MINIMUM AGE: 18 years of age

HOURS: Part-Time, flexible, year round

GENERAL DESCRIPTION:

This is unskilled labor assisting in the work of a department or operational unit. The employee performs a variety of manual tasks under direct or general supervision.

NECESSARY SPECIAL QUALIFICATION:

A valid Michigan driver license with a good driving record.

ESSENTIAL FUNCTIONS: (Functions essential to attaining job objectives):

- Performs a variety of manual labor tasks such as ditch digging, grass cutting and laying asphalt using shovels, lawn mowers, power tools, hand tools and other equipment as appropriate.
- Lifts and carries or transports heavy objects for continuous lengths of time.
- Performs unskilled maintenance tasks including painting and cleaning equipment.
- Works outdoors in extreme heat, rain or other unfavorable weather conditions.
- Follows verbal and written instructions.
- May drive a City vehicle to and from work assignments.

OTHER QUALIFICATIONS:

- Ability to follow instructions and to work independently under general supervision.
- Ability to establish and maintain cooperative working relationships.
- Ability to operate a lawn mower and a variety of tools and equipment requiring reasonable dexterity and motor skills.
- Ability to lift and carry objects weighing up to 50 lbs. or more.
- Ability to report for work daily at the designated time.

EXAMINATION PROCEDURES:

- 1) Applications will be reviewed and rated based on experience, willingness and ability to perform essential functions either with or without reasonable accommodation.
- 2) Job offer will be conditional based on successful completion of physical examination and favorable background and driver license check before the first day of work.

NECESSARY SPECIAL QUALIFICATIONS:

Must submit to a criminal history check and drug screen. Possession of valid Michigan driver license, good driving record, and willingness to operate own vehicle if driving is required for this position. **Two professional letters of reference must accompany application.**

LAST DATE FOR FILING APPLICATIONS: Tuesday, July 8, 2008 at 4:30 p.m.



EMPLOYMENT OPPORTUNITIES

Applications are available in the City of Dearborn Human Resources Department,
4500 Maple, Dearborn, Michigan 48126

Open Monday- Friday, 8 a.m. to 5 p.m. Job Line (313) 943-2052 TTY (313) 943-2127
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PLANNER (PT/T)

RATE OF PAY: \$20.00 per hour

HOURS OF WORK: 32 hours per week.

GENERAL DESCRIPTION:

- Performs professional planning duties in the compilation and analysis of research data.
- Makes office and field surveys in conducting research studies, makes preliminary analyses and prepares maps, charts, graphs and oral and written reports.
- Assists in the development, preparation and revisions of zoning plans and correlates zoning patterns with comprehensive long range land use plans.
- Makes pencil and/or ink sketches, drawings or maps; illustrations and models of work as necessary.
- The work is performed in accordance with procedures and policies established by the City Planner and is under his general supervision.
- Performs related work as required.

QUALIFICATIONS:

- Working knowledge of the principles and practices of engineering or landscape architecture and related fields as applied to community planning.
- Some skill in performing technical research to study, analyze and compile technical and statistical information and to prepare technical reports.
- Some skill in the preparation of maps, charts and interpreting statistical data.
- Ability to develop skill in the use of automated mapping (GIS) systems.
- Ability to communicate effectively with planning specialists, public officials and the general public both verbally and in writing.
- Ability to establish and maintain cooperative working relationships with public officials and the general public.
- Ability to travel locally and to physically access construction sites in all stages of development.

EXPERIENCE AND TRAINING:

- Graduation from an accredited four-year college.
- Specialization must be in one of these three areas: Urban Planning, Architecture or Landscape architecture.
- Experience in government or private agency in the planning field desirable.
- Some experience which includes drafting, cartographic work and the use of computerized systems is preferred.

NECESSARY SPECIAL QUALIFICATIONS:

Must submit to a criminal history check, drug screen, and physical. Possession of valid Michigan driver license, good driving record, and willingness to operate own vehicle if driving is required for this position. **Two professional letters of reference must accompany application.**

LAST DATE FOR FILING APPLICATIONS:

Wednesday, May 19, 2010 at 4:30 p.m.



EMPLOYMENT OPPORTUNITIES

Applications are available in the City of Dearborn Human Resources Department,
4500 Maple, Dearborn, Michigan 48126
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Equal Opportunity Employer
www.cityofdearborn.org

CAD DESIGNER (PT/T) PROGRAM COORDINATOR

RATE OF PAY: \$20.00 per hour.

DISTINGUISHING FEATURES OF WORK:

This is skilled technical work, involving the operation of a Computer-Aided Drafting/Design (CADD) system and peripheral equipment, in the production of civil engineering documents. Primary responsibility is for accuracy and completeness of drawings prepared. Work involves the preparation of detailed drawings, routine computations, and interpretation of engineering data. Assignments are received from a supervisor in the form of electronic data collection files, field notes, rough sketches, old drawings and oral instructions, which must be reduced by the employee to workable form. Work performed is subject to review in progress and upon completion.

DUTIES AND RESPONSIBILITIES:

- Operates CADD system to produce detailed construction drawings, and related maps used in planning and construction of civil engineering projects, including water mains, sewers, conduits, pavement alterations, property plans, and zoning changes.
- Reviews rough sketches, drawings, and other engineering data received from engineering staff.
- Plots maps and charts showing profiles and cross-sections, indicating relation of topographical contours and elevations to associated structures.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of computer operating systems and Windows applications
- Working knowledge of computer-aided design/drafting (CADD) and engineering applications.
- Some knowledge of civil engineering and surveying practices as they relate to mapping and preparation of plans.
- Some knowledge of Geographic Information Systems (GIS), including designing, creating, maintaining and analyzing geospatial data.

TWO PROFESSIONAL LETTERS OF REFERENCE AND TRANSCRIPTS OF DEGREE REQUIRED AT TIME OF APPLICATION IN ORDER TO BE CONSIDERED FOR THIS POSITION.

DESIRABLE EXPERIENCE AND TRAINING:

Requires at least one year of experience in computer-aided drafting and civil engineering applications. Graduation from an accredited high school or G.E.D. equivalent; associate degree or equivalent post-high school course work in engineering or computer-aided drafting and related subjects preferred.

LAST DATE FOR FILING APPLICATIONS: 4:30 p.m., Tuesday, May 4, 2010

CAD DESIGNER

DISTINGUISHING FEATURES OF WORK:

This is skilled technical work, involving the operation of a Computer-Aided Drafting/Design (CADD) system and peripheral equipment, in the production of civil engineering documents. Primary responsibility is for accuracy and completeness of drawings prepared. Work involves the preparation of detailed drawings, routine computations, and interpretation of engineering data. Assignments are received from a supervisor in the form of electronic data collection files, field notes, rough sketches, old drawings and oral instructions, which must be reduced by the employee to workable form. Work performed is subject to review in progress and upon completion.

Employee interacts in a consistently pleasant and helpful manner to fellow employees, visitors, and citizens of the City of Dearborn and demonstrates the highest standards of internal and external customer service.

DUTIES AND RESPONSIBILITIES:

Essential Job Functions (Functions essential to attaining job objectives):

- Operates CADD system to produce detailed construction drawings, and related maps used in planning and construction of civil engineering projects, including water mains, sewers, conduits, pavement alterations, property plans, and zoning changes.
- Reviews rough sketches, drawings, and other engineering data received from engineering staff.
- Plots maps and charts showing profiles and cross-sections, indicating relation of topographical contours and elevations to associated structures.
- Generates topographic maps, plans and sketches from electronic data collection files, field notes, old drawings, related maps, and sketches.
- Assists in the gathering and creation of geospatial data.
- Computes earthwork volume calculations using civil design/CADD system.
- Prepares signs and posters and presents material in graphical form.
- Produces copies of blueprints, microfilm and other types of prints, using the appropriate equipment.
- Files engineering records and maintains associated computerized index.
- Performs field work such as field checks for topographical mapping accuracy and measurements for revision of existing construction drawings.
- Performs manual drafting tasks as necessary to the work.
- Demonstrates regular and predictable attendance.

Marginal Job Functions (Peripheral or incidental to primary job functions):

- Performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of computer operating systems and Windows applications
- Working knowledge of computer-aided design/drafting (CADD) and engineering applications.
- Some knowledge of civil engineering and surveying practices as they relate to mapping and preparation of plans.
- Some knowledge of Geographic Information Systems (GIS), including designing, creating, maintaining and analyzing geospatial data.
- Some knowledge of the principles and engineering applications of mathematics.
- Ability to translate surveying or inspection field data to produce CADD drawings.
- Ability to make accurate and complete civil engineering drawings using CADD system.
- Ability to operate scanning and blue print equipment in the production of engineering documents.
- Ability to follow detailed verbal and written instructions.
- Ability to maintain effective working relations with engineering staff, contractors, and other city employees.
- Ability to exercise courtesy, tact and diplomacy in contacts with the general public.

EXPERIENCE AND TRAINING:

Requires at least one year of experience in computer-aided drafting and civil engineering applications.

Graduation from an accredited high school or G.E.D. equivalent; associate degree or equivalent post-high school course work in engineering or computer-aided drafting and related subjects preferred.



EMPLOYMENT OPPORTUNITIES

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Equal Opportunity Employer
www.cityofdearborn.org

Web Editor Program Coordinator (PT/T) for the Department of Public Information

RATE OF PAY: Starting at \$16 per hour

HOURS: Approximately 32 hours per week, not to exceed 1,664 in a calendar year
Occasional evening, weekend and holiday work required

GENERAL DESCRIPTION:

This employee is foremost a communications professional with demonstrated writing ability who is also comfortable applying the technology associated with websites, blogs and social media networks. This employee will have a working knowledge of graphics design appropriate for websites. This employee will be comfortable working with a website content management program, preferably Joomla. This position is primarily responsible for the ongoing development and posting of content for the city's website and approving content produced by other departments. Content can be text, photos and videos. The successful candidate will also be familiar with creating and using Word Press blogs, Facebook and other social media tools and has a desire to explore best practices for these tools in a public relations capacity appropriate for a municipality. This employee produces written material based on the needs of DPI and can be assigned on occasion to other responsibilities, such as working at special events.

This position is supervised by the Director of the Department of Public Information, but also interacts with the Management Information Systems (MIS) department. It requires the ability to learn technical applications from website tutorials or other resource material.

ESSENTIAL FUNCTIONS: *(Must be able to perform the following with or without reasonable accommodation).*

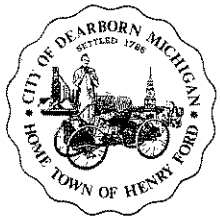
- Researches and writes information, and chooses design elements, for www.cityofdearborn.org as well as the city's Word Press blogs, social media outlets and a twice a month enewsletter.
- Creates, edits, approves and posts text, photos, graphics and videos to the city's website, blogs, social media outlets and enewsletter. Creates Word Press blogs as needed for target audiences.
- Works with technical professionals in the MIS Department so that the website serves the city's communication needs.
- Researches and applies new media as it develops and includes it in the city's communications toolbox.
- Demonstrates regular and predictable attendance.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability to meet daily deadlines, as well as a demonstrated ability for long term planning.
- Ability to prioritize and effectively manage continuing assignments, as well as requests from multiple city departments.
- Ability to perform job functions efficiently and effectively while maintaining an appropriate level of professionalism.
- Demonstrated ability to produce effective, fact-based written information geared toward a general audience.
- Demonstrated ability to gather facts from personal interviews, documents, and the internet for the creation of effective communications in a variety of formats.
- Familiarity with a web development tools, preferably Joomla's Content Management System.
- Demonstrated understanding of the fundamentals of graphic design for websites.
- Working knowledge of Photoshop and photo image sizing and editing.
- Knowledge of the use of social media applications as appropriate for a municipality.
- Familiarity with a news style of writing and AP style.
- Familiarity with video editing and formatting for online.
- Familiarity with the creation and administration of Word Press blogs.

EDUCATION AND EXPERIENCE:

Two-year degree in a communications field (such as English, Journalism, Marketing or Public Relations) from an accredited college or equivalent experience in the communications field. Completion of a website development program and graphics software training program from an accredited institution or equivalent experience.



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Equal Opportunity Employer
www.cityofdearborn.org

NECESSARY SPECIAL QUALIFICATIONS:

- 3 samples of original (unedited) fact-based, written material produced for a publication, website or college class, preferably created to convey information to a general audience, must accompany application.
- Two professional letters of reference must accompany application.
- Must submit to a criminal history check and drug screen post offer.

OPTIONAL SUBMISSIONS

- o Addresses and access to any websites, blogs or social media outlets created and maintained by applicant.

LAST DATE FOR FILING APPLICATIONS: Open Until Filled



EMPLOYMENT OPPORTUNITIES

Applications are available in the City of Dearborn Human Resources Department,
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www.cityofdearborn.org

PROGRAM SPECIALIST VAN DRIVER (For SMART Transportation Senior Program)

STARTING RATE OF PAY: \$9.25 per hour

HOURS: Approximately 15-20 hours per week

GENERAL DESCRIPTION:

Under the general direction of the Senior Service Coordinator in the Recreation Department, operates 7 to 15 passenger motor vehicles to transport senior citizens, disabled and other passengers over designated route. Responsible for safe, efficient and legal operation of vehicle; provides courteous assistance to passengers as needed. Must collect fares, and perform routine inspections and minor maintenance, and prepare reports on vehicles as required.

ESSENTIAL FUNCTIONS: *(Must be able to perform the following with or without reasonable accommodation).*

- Drives vehicle over a designated route, including residential streets as well as major thoroughfares; makes frequent stops to board and discharge passengers.
- Assists disabled and senior citizen passengers in boarding and exiting vehicle, including securing wheelchairs to restraining devices as needed.
- Prepares daily records and reports of accidents, incidents and vehicle condition.
- May be required to operate radio or other communication device to report status of vehicle or interruptions in service.
- Required to clean and service vehicle with fuel and lubricants.
- Demonstrate regular and predictable attendance

QUALIFICATIONS:

- Requires possession of valid Chauffeur's driver license.
- Successful completion of routine background check, which includes verification of satisfactory driving record (including no more than three (3) current points), criminal history and references.
- Ability to operate a vehicle in a safe and lawful manner.
- Ability to read a street map in finding unfamiliar locations quickly.
- Ability to work in a time-structured environment under minimal direct supervision and to follow routine written and verbal instructions.
- Ability to exercise sound judgment and problem solving skills in responding to situations and notifying the proper authorities in a timely manner.
- Effective verbal communication and interpersonal skills, and a demonstrated ability to work effectively with the public, including senior citizens and the disabled. Prior experience with senior citizens is a plus.
- Must meet physical requirements as specified by the Federal Dept. of Transportation for coach operators as determined by a post-hire medical examination.
- Must successfully complete post-hire **SMART** training program.
- Random drug testing.

HELPFUL QUALIFICATIONS:

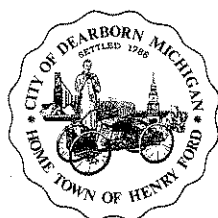
- Ability to speak and read both Arabic and English.

NECESSARY SPECIAL QUALIFICATIONS:

- Must submit to a criminal history check, drug screen, and physical prior to start.
- Possession of valid Michigan Chauffeur's driver license and good driving record **required**.
- Two professional letters of reference **must** accompany application.

LAST DATE FOR FILING APPLICATIONS:

Open Until Filled



EMPLOYMENT OPPORTUNITIES

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www.cityofdearborn.org

Recreation Assistant (PT/T) **BABYSITTER**

RATE OF PAY: \$8.00 per hour

HOURS: Day, evening and weekends hours
The current vacancy is primarily for the morning shift

MINIMUM AGE: Must be at least 16 years of age

GENERAL DESCRIPTION:

An employee in this position is responsible for short-term childcare supervision for parents utilizing the Center. The facility is open 6 A.M. to 10 P.M. seven days a week.

ESSENTIAL FUNCTIONS: (Functions essential to attaining job objectives):

- Assists with supervision, care and activities of young children.
- Follows established guidelines, policies and procedures.
- Attends staff meetings and training as needed.
- Reports problems as needed.
- Performs other duties as assigned.

REQUIRED EXPERIENCE AND TRAINING:

- Ability to interact well with children.
- Ability to speak and work with the public.
- Ability to establish and maintain effective and cooperative relationships with other employees, program participants and the general public.
- Ability to maintain accurate records.
- The duties require a responsible, mature, and dependable individual with considerable public contact experience and ability.

NECESSARY SPECIAL QUALIFICATIONS:

Must submit to a criminal history check and drug screen. Two professional letters of reference must accompany application.

DEARBORN RESIDENCY NOT REQUIRED

LAST DATE FOR FILING APPLICATIONS: Open until filled.



EMPLOYMENT OPPORTUNITIES

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Recreation Assistant (PT/T) BUILDING ATTENDANT

RATE OF PAY: \$8.00/hr. starting rate
\$8.25/hr. after 6 months with *satisfactory performance and attendance*

HOURS: This is primarily afternoon and midnight shift work

GENERAL DESCRIPTION:

An employee in this position performs a variety of custodial, janitorial, set-up and light maintenance duties, including the facilitation of conference/banquet and theater events through the set-up and tear down of furniture and various production equipment. The employee may receive specific assignments from a supervisor, but must assume some responsibility for achieving desired results. The facility will be open early morning to late evening seven days a week.

ESSENTIAL FUNCTIONS: (Functions essential to attaining job objectives):

- Set-up and tear-down of production equipment and furnishings such as 8-foot banquet tables, chairs, stage platforms, pipe & drape, audio/visual equipment, etc. for programs, exhibits and entertainment events ranging from small groups to several hundred people as required.
- Sweeps and mops floors.
- Cleans restroom facilities and washes windows when required.
- Assists with minor building upkeep and repair as required.
- Maintains grounds as needed.
- Follows established guidelines, policies and procedures.
- Attends staff meetings and training as needed.
- Reports problems as needed.
- Demonstrates regular and predictable attendance as scheduled.
- Other duties as assigned.

**Save yourself a
gym membership!
Free use of the Facility
on scheduled work days!**

REQUIRED EXPERIENCE AND TRAINING:

- Ability to speak and work with the public.
- Ability to establish and maintain effective and cooperative relationships with other employees, program participants and the general public.
- Some knowledge of janitorial equipment and supplies and their effective use.
- Ability to interpret and follow oral and written instructions.
- Some knowledge of basic maintenance tools and their effective use.
- The duties require a responsible, dependable individual with considerable public contact experience and ability.

EXAMINATION PROCEDURE:

- Applications will be reviewed.
- Qualified applicants will be scheduled for an interview.

NECESSARY SPECIAL QUALIFICATIONS:

Must submit to a criminal history check and drug screen. **Two professional letters of reference must accompany application.**

DEARBORN RESIDENCY NOT REQUIRED

LAST DATE FOR FILING APPLICATIONS: Open until further notice.



EMPLOYMENT OPPORTUNITIES

Applications are available in the City of Dearborn Human Resources Department,
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Equal Opportunity Employer
www.cityofdearborn.org

Recreation Assistant (PT/T) **FITNESS/GYM ATTENDANT**

RATE OF PAY: \$7.50 - \$9.50 per hour

HOURS: 5 - 25 hours per week
Day, evening and weekend

MINIMUM AGE: Must be at least 16 years of age

GENERAL DESCRIPTION:

An employee in this position is responsible for assisting in supervising the fitness area, climbing wall, gymnasium, running track, locker rooms, wellness programs, sporting events and any other special events hosted on the grounds of the facility.

ESSENTIAL FUNCTIONS: (Functions essential to attaining job objectives):

- Sets up any equipment necessary for the activities and returns equipment to proper place.
- Issues equipment, cleans machines and equipment and keeps supplies in storage areas stocked.
- Maintains security in the gym/fitness area.
- Assists members and instructors with a variety of programs.
- Holds fitness consultations with members on exercise goals and demonstrates use of equipment.
- Enforces the rules of the facility with social responsibility.
- Follows established guidelines, policies and procedures.
- Reports problems and notifies Fitness Coordinator of equipment that is out of order.
- Performs other duties as assigned.

REQUIRED EXPERIENCE AND TRAINING:

- Considerable knowledge of Dearborn recreation programs and policies.
- Ability to lead, instruct and advise individuals participating in programs or on weight equipment, cardiovascular equipment and climbing wall equipment.
- Ability to speak and work with the public.
- Ability to establish and maintain effective and cooperative relationships with other employees, program participants and the general public.

EXAMINATION PROCEDURE:

- Applications will be reviewed.
- Qualified applicants will be scheduled for an interview.

NECESSARY SPECIAL QUALIFICATIONS:

Must submit to a criminal history check and drug screen. **Two professional letters of reference must accompany application.**

DEARBORN RESIDENCY NOT REQUIRED

LAST DATE FOR FILING APPLICATIONS: Open until further notice.



EMPLOYMENT OPPORTUNITIES

Applications are available in the City of Dearborn Human Resources Department,
4500 Maple, Dearborn, Michigan 48126
Open Monday- Friday, 8 a.m. to 5 p.m. Phone (313) 943-2053 Job Line (313) 943-2052 TTY (313) 943-2127
Equal Opportunity Employer
www.cityofdearborn.org

Recreation Associate (PT/T)
BUILDING SUPERVISOR
Ford Community and Performing Arts Center

RATE OF PAY: \$10.00 - \$14.00 per hour

HOURS: 15 - 30 hours per week; days, evenings, and weekends

GENERAL DESCRIPTION:

An employee in this position supervises facility operations. They assist the Manager on Duty/Recreation Supervisor for all Center operations, guest services, maintenance needs, classes, programs and events. The Building Supervisor will report to the Center's Enforcement Officer and will assist in policy and procedure enforcement. The facility is open early morning to late evening seven days a week.

ESSENTIAL FUNCTIONS: *(functions essential to attaining job objectives):*

- Oversees building facilities and personnel.
- Trains staff; teamwork and efficiency are primary goals.
- Supervises programs, activities, and additional services as provided, including the day-to-day operations.
- Resolves problems and/or complaints from spectators, participants, subordinates, and other Center employees.
- Performs light cleaning duties including dry mopping gym floor, etc.
- Assists instructors with programs.
- Follows established guidelines, policies, and procedures.
- Attends staff meetings and training as needed.
- Reports problems as necessary.
- Performs other duties as assigned.
- Assists with room set-ups.

REQUIRED EXPERIENCE AND TRAINING:

- Ability to effectively supervise other employees.
- Ability to speak and work with the public.
- Ability to establish and maintain effective and cooperative relationships with other employees, program participants, and the general public.
- Ability to maintain accurate records.
- Willingness and ability to accept responsibility for building facilities and personnel and to resolve problems and complaints.
- Ability and willingness to enforce departmental policies and procedures.
- The duties require a responsible, mature, and dependable individual with considerable public contact experience.
- Some experience in facility and/or leisure activities.
- Some experience in building supervision preferred.

EXAMINATION PROCEDURE:

- Applications will be reviewed.
- Qualified applicants will be scheduled for an interview.

NECESSARY SPECIAL QUALIFICATIONS:

Must submit to a criminal history check and drug screen. **Two professional letters of reference must accompany application.**

DEARBORN RESIDENCY NOT REQUIRED

LAST DATE FOR FILING APPLICATIONS: Open until filled.



EMPLOYMENT OPPORTUNITIES

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RECREATION ASSOCIATE (PT/T) (Ford Community and Performing Arts Center Cultural Arts Clerk)

STARTING PAY: \$8.25 - \$10.00 per hour

HOURS: Approximately 20 hours per week; some evenings and weekends will be required.

DISTINGUISHING FEATURES OF WORK:

This is a year-round, part time support position, although the ability to function independently is required. Work includes assistance with scheduling and overseeing of classes, design and development of class materials, show programs, etc., and general office work. The employee must interact in a consistently pleasant and helpful manner to fellow employees, visitors, and citizens of the City of Dearborn and must demonstrate the highest standards of internal and external customer service.

ESSENTIAL FUNCTIONS:

- Prepares materials for the City of Dearborn's Cultural Arts classes, music series, and programming.
- Helps coordinate Cultural Arts program mailings.
- Maintains Cultural Arts class calendar and coordinates schedules with the Cultural Arts Coordinator and Box Office Manager.
- Coordinates and plans marketing and development programs for all Cultural Arts programs.
- Supervises and executes printed materials including flyers, programs, and press releases (including professional season) in association with the Theatre Manager.
- Supports in the preparation of materials for Cultural Arts artistic staff as directed.
- Helps with program registration during peak times, prepares class rosters, etc.
- Demonstrates regular and predictable attendance as scheduled.
- Performs other duties as assigned.

EXPERIENCE AND TRAINING:

- Knowledge and experience in cultural arts programs and activities or arts management.
- Proficiency with Microsoft Office (Word, Excel, Access, and PowerPoint) and Photoshop; experience with databases a plus.
- Some knowledge of basic performance and/or stagecraft principles including lights, sound, and scenic construction desirable.
- Ability to plan, organize, and coordinate projects over a period of time.
- Some knowledge of basic accounting principles.
- Ability to establish and maintain effective and cooperative relationships with other employees, program participants, and the general public.
- Customer service experience is required.
- Must possess high school diploma.

NECESSARY SPECIAL QUALIFICATIONS:

Must submit to a criminal history check and drug screen. Must have a valid Michigan driver license with a good driving record. **Two professional letters of reference must accompany application.**

EXAMINATION PROCESS:

Clerical skills test and interview.

LAST DATE FOR FILING APPLICATIONS: Friday, March 19, 2010 at 4:30 p.m.



EMPLOYMENT OPPORTUNITIES

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GYMNASTICS INSTRUCTOR (Recreation Associate PT)

RATE OF PAY: \$8.00 - \$14.00 per hour

HOURS: Day, evening and weekend

GENERAL DESCRIPTION:

An employee in this position provides instructional services and directs and assists with class supervision and teaching skills within area of expertise at the Ford Community and Performing Arts Center. Programs may include, but are not limited to: parent and tot classes, classes for tots under the age of 6, classes for children aged 6-15, and advanced team programs. The Center is open early morning to late evening seven days a week.

ESSENTIAL FUNCTIONS: (Functions essential to attaining job objectives):

- Supervises, instructs and or/assists with programs, activities, and special events as required.
- Resolves problems and/or complaints from spectators, participants, and citizens.
- Follows established guidelines, policies, and procedures.
- Attends staff meetings and training as needed.
- Reports problems as needed.
- Performs other duties as assigned.

REQUIRED EXPERIENCE AND TRAINING:

- Knowledge of teaching methods as required for particular class.
- Knowledge of the equipment and facilities needed for particular classes.
- Ability to plan, organize, coordinate, and direct particular class or activity specified.
- Ability to lead, instruct, and advise individuals participating in class or activity specified.
- Ability to speak and work with the public.
- Ability to establish and maintain effective and cooperative relationships with other employees, program participants, and the general public.
- Ability to maintain accurate records.
- The duties require a responsible, mature, dependable individual with considerable public contact experience and ability.
- Willingness and ability to accept responsibility for building facilities and to resolve problems and complaints.
- Must possess required certifications for area(s) of expertise or be willing to become certified.
- Some experience in area(s) of expertise preferred.

EXAMINATION PROCEDURE:

- Applications will be reviewed.
- Qualified applicants will be scheduled for an interview.

NECESSARY SPECIAL QUALIFICATIONS:

Must submit to a criminal history check, drug screen, and physical. Possession of valid Michigan driver license, good driving record, and willingness to operate own vehicle if driving is required for this position. **Two professional letters of reference must accompany application.**

LAST DATE FOR FILING APPLICATIONS: Open until filled.



EMPLOYMENT OPPORTUNITIES

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RECREATION ASSOCIATE (PT/T) (Ford Community and Performing Arts Center Service Desk and Box Office)

STARTING PAY: \$8.25 per hour
\$8.50 per hour after 30 days with satisfactory performance and attendance
\$9.00 per hour after six months with satisfactory performance and attendance

HOURS: 18-30 hours per week, days, evenings, and weekends.

MINIMUM AGE: Must be at least 16 years of age

DISTINGUISHING FEATURES OF WORK:

This is year-round, part time clerical and cashier work. Emphasis is placed on customer service, cashiering, and computer related functions. The employee is responsible for handling customer concerns while projecting a positive image of the organization. The employee performs cashier related duties including collecting fees; distributing tickets, tags, and passes; and completing daily cash reports. The employee also performs word processing, data entry or other computer-related tasks, as well as general office clerical functions.

ESSENTIAL FUNCTIONS:

- Delivers superior customer service; performs cashier related duties.
- Performs word processing, data entry, or other computer-related tasks.
- Files documents in proper order according to established filing systems.
- Performs daily record keeping tasks; prepares reports.
- Enforces the rules of the Center with social responsibility.
- Attends mandatory staff meetings.
- Demonstrates regular and predictable attendance as scheduled.
- Performs other duties as assigned.

EXPERIENCE AND TRAINING:

- Ability to work independently under general supervision, and to demonstrate initiative in performance of the work.
- Ability to follow established departmental procedures, learn new tasks and adapt to operational changes readily.
- Ability to communicate both verbally and in writing in an effective manner.
- Ability to establish and maintain effective and cooperative relationships with other employees, program participants, and the general public.
- Customer service experience and some knowledge of computer business applications necessary.

NECESSARY SPECIAL QUALIFICATIONS:

Must submit to a criminal history check and drug screen. **Two letters of reference must accompany application.** These may include: former employers (including babysitting and lawn care clients), family business (if you were an employee), school counselors, teachers, school administrators, school coaches (if you were a member of a sports team), clergy, and volunteer organizations.

EXAMINATION PROCESS:

Clerical skills test and interview.

LAST DATE FOR FILING APPLICATIONS: Open until filled.

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SOUND ENGINEER / TECHNICIAN

Recreation Associate (PT/T)

RATE OF PAY: \$10.00 - \$17.00 per hour.

MINIMUM AGE: Must be at least 18 years of age.

HOURS OF WORK: No set minimum. Hours are directly related to occurring cultural arts activities and special events in the City of Dearborn. This is a year-round position.

DESCRIPTION OF DUTIES:

An employee in this classification handles a variety of performance related technical duties dealing primarily with the facilitation and daily maintenance of event audio systems (FOH/Monitors/other). The employee may also assist with lighting, set construction, facility set-ups and strikes, etc. Most events occur at the Ford Community and Performing Arts Center and various other community locations. The FCPAC consists of both professional theatre and conference/banquet facilities. Qualified technicians will work on community special events, corporate events, facility rentals, and the theatre's annual professional season.

Employees in this classification are required to meet and work with respective clients and must possess the ability and experience to efficiently design, set up, sound check, and facilitate a wide variety of events. In some situations the employee may supervise other technicians to meet event deadlines. Pay is commensurate with experience.

DESIRABLE QUALIFICATIONS:

- A personal interest in technical theatre work.
- Considerable knowledge of professional audio equipment and systems including a wide variety of microphones, mixing boards, power amplifiers, digital delays, graphic equalizers, and compressors, as well as various speaker and monitoring arrangements.
- Familiarity with Crest Mixers (X8-48channel, etc.), Peavey Matrix System, EAW Speakers (LCR) and other comparable equipment.
- Ability to troubleshoot and perform minor equipment repairs.
- Ability and willingness to perform routine tasks related to technical theatre.
- Basic knowledge of electrical components and distribution.
- Previous theatrical or related experience (e.g. audio design/engineering, equipment maintenance, etc.)
- NOTE: May be required to lift heavy objects.

NECESSARY SPECIAL QUALIFICATIONS:

Must submit to a criminal history check, physical, and drug screen. Must possess a valid Michigan driver license with a good driving record. **Two professional letters of reference must accompany application.**

LAST DATE FOR FILING APPLICATIONS: Open until filled.



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Recreation Coordinator (PT/T) SALES ASSOCIATE

RATE OF PAY: \$10.00 - \$15.00 per hour

MINIMUM AGE: 18 years

HOURS: Days, evenings and weekends

GENERAL DESCRIPTION:

An employee in this position is responsible for coordinating meetings, receptions, birthday parties, field trips, and other special events. The employee will serve as a salesperson for the department and will be responsible for selling fitness memberships as well as negotiating room rentals at the facility. The facility is open early morning to late evening seven days a week.

ESSENTIAL FUNCTIONS: (Functions essential to attaining job objectives):

- Supervises activities and special events as required.
- Serves as a liaison between the various departments within facility (custodial, service desk, gym/fitness area, seniors, theater, and administration).
- Actively promotes and sells all aspects of the facility (i.e. room rentals, fitness memberships, special activities).
- Resolves problems and/or complaints from customers, participants, and fellow employees.
- Follows established guidelines, policies, and procedures.
- Attends staff meetings and training as required.
- Cross-trains other employees.
- Performs administrative duties as required.
- Reports problems as needed.
- Performs other duties as assigned.

REQUIRED EXPERIENCE AND TRAINING:

- Ability to plan, organize, coordinate, and direct particular activity or special event specified.
- Ability to lead, instruct, and advise individuals participating in activity specified (i.e. field trip).
- Ability to speak and work with the public.
- Ability to multi-task and organize details of an activity or special event.
- Ability to establish and maintain effective and cooperative relationships with other employees, customers, and the general public.
- Ability to instruct other employees and organize job assignments as needed.
- Ability to write a basic contract and maintain accurate records.
- The duties require a responsible, mature, dependable individual with considerable customer service experience.
- Willingness and ability to resolve problems and complaints.

NECESSARY SPECIAL QUALIFICATIONS:

- Must submit to a criminal history check and drug screen.
- Possession of a valid Michigan driver license, good driving record, and willingness to operate own vehicle.
- **Two professional letters of reference must accompany application.**

DEARBORN RESIDENCY NOT REQUIRED

LAST DATE FOR FILING APPLICATIONS:

Open until further notice.



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Recreation Specialist (PT/T) ATHLETIC PROGRAM INSTRUCTOR

RATE OF PAY: \$12.00 - \$18.00 per hour

HOURS: 10-25 hours per week from mid October – mid April
Day, evening and weekend

GENERAL DESCRIPTION: An employee in this position will assist the Sports Supervisor in effectively programming and managing athletic programs for the Recreation Department, primarily basketball. In addition, the employee will be responsible for organizing a variety of athletic clinics, leagues and daily drop-in activities at the Ford Community & Performing Arts Center. The employee will assist the Sports Supervisor in coach selection, player registration procedures, and disciplinary policies as related to the Dearborn Recreation Department athletic program offerings. Although general direction is received from the Sports Supervisor, considerable independent judgment and initiative are required.

ESSENTIAL FUNCTIONS: (Functions essential to attaining job objectives):

- Evaluates the facility and makes sure all areas are clean, safe and ready for use.
- Sets up any equipment necessary for the athletic function.
- Trains staff, with teamwork and efficiency as primary goals.
- Supervises programs, activities and additional services as provided.
- Leads, instructs, and advises individuals participating in specified activities.
- Resolves problems and/or complaints from spectators, participants and fellow employees.
- Enforces the rules of the facility with social responsibility.
- Issues equipment, such as balls, and other athletic gear.
- Performs light cleaning duties including dry mopping floors, etc.
- Assists enforcement officers in maintaining security throughout recreation facilities and services.
- Follows established guidelines, policies and procedures.
- Attends staff meetings and training as needed.
- Reports problems as needed.
- Performs other duties as assigned.

REQUIRED EXPERIENCE AND TRAINING:

- Considerable knowledge of Dearborn recreation programs and policies.
- Ability to speak and work with the public.
- Ability to establish and maintain effective and cooperative relationships with other employees, program participants and the general public.
- Ability to maintain accurate records.
- Some supervisory experience preferred.
- Experience in organizing and administering various sports clinics and leagues.
- Considerable experience in supervising and monitoring youth.
- Considerable knowledge of athletic equipment, facility and service operations.

NECESSARY SPECIAL QUALIFICATIONS:

The employee must be proficient in the Arabic and English languages. The qualified candidate must submit to a criminal history check, drug screen, and/or physical. Possession of valid Michigan driver license, good driving record, and willingness to operate own vehicle if driving is required for this position. **Two professional letters of reference must accompany application.**

DEARBORN RESIDENCY NOT REQUIRED

LAST DATE FOR FILING APPLICATIONS:

OPEN UNTIL FURTHER NOTICE



EMPLOYMENT OPPORTUNITIES

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Recreation Park Ranger (Enforcement Officer) Ford Community and Performing Arts Center

STARTING PAY: \$15.00 - \$18.00 per hour

MINIMUM AGE: 18 years

HOURS OF WORK: Must be available 25-30 hours per week. Must work day, evening, and weekend shifts. This is a year-round, part time position.

GENERAL DESCRIPTION: This is experienced, uniformed, limited authority, sworn ordinance work enforcing local ordinances pertaining to Parks and Recreation rules as defined by the City of Dearborn. The work will be performed under the general supervision of the Director of the Department of Recreation. This work would include monitoring policy and procedure compliance, participant behavior and activities, and parking lots and surrounding grounds. The Recreation Park Ranger will also be trained to handle Manager-on-Duty shifts at The Center with responsibilities for general facility operations on select evenings and weekends. This employee will also be responsible for facility security and any special projects as assigned by the Director. The employee interacts in a consistently pleasant and helpful manner to fellow employees, visitors, and citizens of the City of Dearborn and demonstrates the highest standards of internal and external customer service.

ESSENTIAL FUNCTIONS:

- Monitors activities and participant behavior and responds to disruptive and unauthorized activities, including loitering, theft, littering and destruction of City property.
- Responds to patron and resident complaints.
- Monitors basketball courts and sports fields and maintains order on Recreation property.
- Acts as departmental representative to police personnel.
- Issues warnings, citations and appears in court to assist in the prosecution of violators.
- Keeps daily activity logs and writes incident reports when necessary.
- Follows established guidelines, policies, and procedures.
- Attends staff meetings and training as required.
- Assists with security at special events such as Homecoming. May be called to assist other City Divisions and Departments in emergency situations.
- Performs related functions as assigned.
- Demonstrates regular and predictable attendance.

QUALIFICATIONS:

- Demonstrated personal character, temperament and judgment to effectively respond to incidents directly, or report them to police or other authorities as appropriate.
- Strong written and verbal communication skills with customer service orientation and the ability to interact with patrons of all ages in a respectful yet firm manner.
- Ability to establish and maintain effective and cooperative relationships with other employees, program participants, and the general public.
- Ability to follow verbal and written instructions, to learn assigned tasks, and to apply rules appropriately and consistently.
- Ability to prepare accurate written reports and records.
- **Must** be able to engage in frequent standing and patrolling on foot.

REQUIREMENTS:

- High school graduation or GED certificate required.
- Court Officer and/or Police Reserve/Police training preferred.
- Prior security-related public contact experience will be considered.
- Bilingual ability helpful.
- **Two professional letters of reference must accompany application.**

POST EMPLOYMENT OFFER REQUIREMENTS:

- Must satisfactorily complete background check, driving record check, and medical examination including drug screen.

LAST DATE FOR FILING APPLICATIONS: OPEN UNTIL FILLED



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FITNESS INSTRUCTOR

RATE OF PAY: \$15.00 - \$20.00 per hour

HOURS: Day, evening and weekend

GENERAL DESCRIPTION:

An employee in this position provides instructional services and directs and assists with class supervision and teaching skills within area of expertise. Programs may include, but are not limited to: fitness and wellness programs, climbing wall, yoga, karate, aerobics, gymnastics, personal training, water exercise, etc. The facility is open early morning to late evening seven days a week.

ESSENTIAL FUNCTIONS: (Functions essential to attaining job objectives):

- Supervises and/or instructs programs, activities, and special events as required.
- Resolves problems and/or complaints from spectators, participants and subordinates.
- Follows established guidelines, policies and procedures.
- Attends staff meetings and training as needed.
- Reports problems as needed.
- Performs other duties as assigned.

REQUIRED EXPERIENCE AND TRAINING:

- Considerable knowledge of teaching methods as required for particular class.
- Considerable knowledge of the equipment and facilities needed for particular class.
- Ability to plan, organize, coordinate and direct particular class or activity specified.
- Ability to lead, instruct and advise individuals participating in class or activity specified.
- Ability to speak and work with the public.
- Ability to establish and maintain effective and cooperative relationships with other employees, program participants, and the general public.
- Ability to maintain accurate records.
- The duties require a responsible, mature, dependable individual with considerable public contact experience and ability.
- Willingness and ability to accept responsibility for building facilities and to resolve problems and complaints.
- Must possess required certifications for area(s) of expertise.
- Some experience in area(s) of expertise preferred.

EXAMINATION PROCEDURE:

- Applications will be reviewed.
- Qualified applicants will be scheduled for an interview.

NECESSARY SPECIAL QUALIFICATIONS:

Must submit to a criminal history check, drug screen, and physical. Possession of valid Michigan driver license, good driving record, and willingness to operate own vehicle if driving is required for this position. **Two professional letters of reference must accompany application.**

DEARBORN RESIDENCY NOT REQUIRED

LAST DATE FOR FILING APPLICATIONS: Open until further notice.



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NURSE, R.N. (PT/T)

SALARY: \$22.00 to \$26.00 per hour

HOURS: Tuesday and Wednesday 9:00 AM to 4:00 PM

GENERAL DESCRIPTION:

This is professional nursing work in a clinic of a municipal public health department.

ESSENTIAL FUNCTIONS: (Employee must be able to perform the following functions with or without reasonable accommodation):

- Administers PPD-T Tuberculin skin tests to patients.
- Records & advises patients of results of tuberculin tests.
- Refers active cases to proper community agencies for assistance.
- Provides instruction, administers written examination, shows films and answers questions on public health issues for individuals.
- Assists full time medical staff with blood pressure and pneumonia injections, travel immunizations and other medical procedures as needed.
- Knowledge of travel clinic procedures and travel vaccinations.
- ***Must have experience administering injections to infants and children.***

DESIRABLE QUALIFICATIONS:

- Working knowledge of public health issues including the containment of communicable diseases.
- Ability to do research writing and skill in medical writing for reading by non-medical general public.
- Ability to administer tuberculin skin tests and other types of injections.
- Ability to perform standard public health nursing procedures as needed.
- Ability to work effectively with other medical and clerical personnel in the performance of related activities.
- Ability to communicate effectively and to deal tactfully and courteously with patients, employees and the general public.
- Ability to maintain records and prepare written reports.

EXPERIENCE AND TRAINING:

Graduation from an accredited educational institution with a two or four-year degree in nursing. Registration to practice nursing in the State of Michigan. **Professional nursing experience required, preferably in a public health setting. Please provide a copy of nursing license and degree or transcripts at time of application.**

EXAMINATION PROCEDURE:

Applicants who meet experience and training qualifications will be scheduled to interview.

NECESSARY SPECIAL QUALIFICATIONS

Must possess valid driver license and satisfactory driving record. Must submit to a criminal history check and drug screen. **Two professional letters of reference must accompany application.**

LAST DATE FOR FILING APPLICATIONS: Open until further notice.



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PART-TIME CASHIER Accounting Associate (PT/T) FINANCE DEPARTMENT – TREASURY DIVISION

There are no vacancies at this time.

RATE OF PAY: \$10.00 – \$12.00 per hour (Starting salary depending on experience)

HOURS: Flexible weekday hours averaging 20-30 hours per week depending on the season

GENERAL DESCRIPTION:

This employee receives, counts, and receipts monies at a teller window, and performs a variety of clerical tasks in an office setting. The work usually follows established and standardized procedures with major emphasis on accuracy and speed. The employee works under the general supervision of the Office Coordinator or General Accounting Bookkeeper. The employee interacts in a consistently pleasant and helpful manner to fellow employees, visitors, and citizens of the City of Dearborn and demonstrates the highest standards of internal and external customer service.

ESSENTIAL FUNCTIONS (Must be able to perform either with or without reasonable accommodation)

- Collects, counts and receipts monies for taxes or services from individuals, departments, corporations, and agencies at a teller window.
- Balances daily transactions and accounts.
- Operates microcomputers and related peripheral equipment including remittance processing equipment.
- Assists in the preparation of records and reports as required, including adjustments and supporting documentation.
- Provides information and assistance to the public on matters related to the Treasury Division or makes appropriate referrals.
- Demonstrates regular and predictable attendance.

Marginal Job Functions (Peripheral or incidental to primary job functions):

- Assists with related office and administrative tasks as necessary

KNOWLEDGE, SKILLS, AND ABILITIES:

- Some knowledge of uniform commercial code banking procedures.
- Some knowledge of microcomputers and basic keyboard functions.
- Familiarity with Microsoft Office products.
- Skill in counting money and recording transactions with speed and accuracy.
- A demonstrated attention to detail in a fast paced environment.
- Ability to accurately perform mathematical calculations and to utilize calculating equipment with speed and accuracy.
- Ability to reconcile and balance a cash drawer with speed and accuracy.
- Ability to follow oral and written instructions.
- Ability to work independently without close supervision.
- Ability to deal tactfully and courteously with the general public and to work harmoniously with other employees.
- Ability to remain stationed in a confined workspace for extended periods of time.

REQUIRED EXPERIENCE AND TRAINING:

Graduation from an accredited high school or G.E.D. equivalent, including or supplemented by courses in general business. Some experience involving public contact, clerical work, microcomputer use, and the handling of large volumes of cash and/or transactions; or an equivalent combination of education and experience which results in the ability to perform essential functions.

EXAMINATION PROCEDURES WHEN A VACANCY ARISES:

- Qualified applicants will be scheduled for a written exam.
- Applicants who pass the test will be scheduled for an interview.

NECESSARY SPECIAL QUALIFICATIONS:

- Must submit to a criminal history check and drug screen.
- Two professional letters of reference must accompany application.

LAST DATE FOR FILING APPLICATIONS: Open until filled.



EMPLOYMENT OPPORTUNITIES

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LAW CLERK

SALARY: \$12.00 - 30.00 per hour depending upon previous experience and/or assessed capabilities.

HOURS OF WORK: Minimum of 20 hours per week. ***This is a year round position, not a summer clerkship.***

DISTINGUISHING FEATURES OF WORK:

This is part-time work assisting attorneys in the preparation of court cases and legal opinions by performing related data-gathering and research activities as well as related office detail. Work is assigned by the Corporation Counsel or an attorney who supervises the employee.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

- Some knowledge of the principles and practices of legal research.
- Some knowledge of federal, state and local laws.
- Ability to gather and research data using on-line and hardcover resources.
- Ability to express oneself both orally and in writing.
- Ability to effectively follow both oral and written instructions.

EXPERIENCE AND TRAINING:

Current enrollment in law school in good standing, first or second year preferred. Will consider graduates of law school also. **Applicants must submit a copy of transcripts and a writing sample with a completed application form.**

OTHER REQUIREMENTS:

- Must have own transportation for driving to various courts, a valid Michigan Driver's License, and a good driving record in order to perform required field research.
- Must have the ability to schedule work hours at a minimum of four hour blocks of time.

TWO PROFESSIONAL LETTERS OF REFERENCE AT TIME OF APPLICATION REQUIRED IN ORDER TO BE CONSIDERED FOR THIS POSITION.

LAST DATE FOR FILING APPLICATIONS: Monday, February 2, 2009 at 4:30 p.m.



EMPLOYMENT OPPORTUNITIES

Applications are available in the City of Dearborn Human Resources Department,
4500 Maple, Dearborn, Michigan 48126
Open Monday- Friday, 8 a.m. to 5 p.m. Phone (313) 943-2053 Job Line (313) 943-2052 TTY (313) 943-2127
Equal Opportunity Employer
www.cityofdearborn.org

STAGEHAND

RATE OF PAY: \$8.00 - \$10.00 per hour

MINIMUM AGE: 16 years

HOURS OF WORK:

No set minimum. Hours are directly related to occurring Fine Arts activities in the City of Dearborn. This is a year-round position. Must be available to work day, evening, and weekend shifts.

DESCRIPTION OF DUTIES:

An employee in this classification works on a part-time basis at various locations throughout Dearborn in such areas as production, stage management, set construction, props, make-up, lighting, and sound. The employee is considered to be in an apprentice-like situation. As the employee gains experience and expertise in technical theater, the duties and responsibilities increase. In addition, an employee in this classification may be required to drive a City vehicle to pick up or deliver supplies and equipment to various locations.

NOTE: Candidate must have the ability to move and lift objects weighing up to 50 pounds.

DESIRABLE QUALIFICATIONS:

- A personal interest in technical theater work.
- Previous theatrical or related experience (e.g., craft work, painting, carpentry).
- Ability and willingness to perform routine tasks related to technical theater.

EXAMINATION PROCEDURE:

- Applications will be reviewed.
- Qualified applicants will be scheduled for an interview.

NECESSARY SPECIAL QUALIFICATIONS:

Must submit to a criminal history check, drug screen, and physical. Possession of valid Michigan driver license with a good driving record. **Two professional letters of reference must accompany application.**

LAST DATE FOR FILING APPLICATIONS: Open until filled.