

## TOWN OF NORTH HAVEN PERSONNEL REQUISITION

**To Requisitioner:** The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: March 1, 2018

Closing Date: When filled.

FROM: DIRECTOR OF COMMUNITY SERVICES

DEPARTMENT: SENIOR CENTER

### I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	PART TIME DRIVER	3	\$15.24	\$15.24

PERMANENT: **Yes**      TEMPORARY: **No**      If Temporary, for how long?      WHICH SHIFT? **Varies**

FULL TIME: **No**      HOURS: **NTE 19 HRS**      PART TIME: **X**      If part time, what hours or days?

### II. REASON FOR NEED

REPLACEMENT: Yes **X**      No      ADDITION: Yes      No **X**      If yes, state funding.

### III. REQUIREMENTS

EDUCATION: GRADE SCHOOL      HIGH SCHOOL **X**      COLLEGE      COMMERCIAL      OTHER

Position requires a Commercial Driver's License (CDL). A clean driving history free of major infractions. This is a safety sensitive position, and subject to random drug/alcohol testing.

Ability to work with a senior citizen population and provide transportation to and from the Senior Citizen Center. Additional responsibility of transporting seniors to scheduled medical appointments and grocery shopping. Must keep mileage records and advise when regular and special vehicle maintenance is required.

Assist with overall operation/function of building maintenance and programs of the Senior Center. Must have good interpersonal oral communication skills; patient, considerate and respectful of senior and disabled population. A positive attitude with the ability to communicate in a positive manner is a must. Must possess the ability to work in a team environment. Computer knowledge and typing skills required.

Hours of work may vary from day to day. Requires willingness to be flexible with schedule and occasional evening work.

APPROVED BY: \_\_\_\_\_ SEL

\_\_\_\_\_ DF/A