November 4, 2014

Dear Applicant,

Thank you for your interest in the position of a **"Economic Development Administrative Assistant"** with the City of Leon Valley. To ensure the proper processing of your application, the following should be submitted with your completed application:

1. Completed "Notice of Job Requirements";
2. Completed "Information Release Authorization to Obtain Criminal Records";
3. Completed "Authorization to Release Information (Private Person or Organization) to the City of Leon Valley";
4. Completed "Written Authorization to Obtain Consumer Reports for Employment Purposes";
5. Completed Driver Background Information; and
6. Your résumé.

Thank you for your interest in employment with the City of Leon Valley.

Sincerely,

Crystal Caldera
Human Resources Director
6400 El Verde Rd
Leon Valley, Texas 78238-2399
210.684.1391 ext 212 phone
210.684.1515 fax
c.caldera@leonvalleytexas.gov

“Administrative Assistant”

City of Leon Valley

Seeking qualified individual to work in busy Economic Development Office.

REQUIRES: HS Diploma/GED equivalent, 2-3 yrs work exp. With emphasis on customer service, marketing, public relations or related field; preferred BA in Public Relations or related field. Proficient with MS Office, Quicken and hold a valid TX DL; bilingual in Spanish desirable.

APPLY: Applications available at Leon Valley City Hall, 6400 El Verde Rd, Leon Valley, TX 78238 or at www.leonvalleytexas.gov. A completed application must be returned to the HR Office at the above address by 5:00p.m. Tuesday, November 18, 2014.

STARTING SALARY: $13.90/hr. -$14.46 DOQ. “EEO/AA/ADA.”

APPLICATION FOR EMPLOYMENT

(PLEASE TYPE OR PRINT CLEARLY)

PERSONAL

Date _____

Name _____ Social Security No. _____

Present address_____

Telephone No. _(H):_____ (W):_____ (Mobile):_____

Are you legally eligible for employment in the U.S.A.? Yes ___ No _____ (Proof of citizenship or immigration status will be required upon employment.)

Are you of the legal age to work? _____

Position(s) applied for: **Economic Development Administrative Assistant**

Were you previously employed by us? _____ If yes, when? _____

Is any additional information relative to your use of another name necessary to enable a check on your work record? If yes, please explain. _____

If your application is considered favorably, on what date will you be available for work? _____, 2014.

Are there any other experiences, skills, training or qualifications which will be of special benefit in the job for which you are applying? _____

RECORD OF EDUCATION

SCHOOL	**NAME AND ADDRESS OF SCHOOL**	COURSE OF STUDY	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE ?	LIST DIPLOMA OR DEGREE
HIGH			1	2	3	4	☐ YES ☐ NO	
COLLEGE							☐ YES ☐ NO	Credit Hrs Completed: Degree Obtained:
OTHER							☐ YES ☐ NO	

LIST BELOW **ALL** PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT. **For additional employer listings, please use separate sheet of paper.**

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

I hereby give permission to contact the employers listed above about my prior work experience._____

Signature

If there is a particular employer(s), you do not wish us to contact, please indicate which one(s)._____

_____

Have you ever been discharged or forced to resign for misconduct or unsatisfactory performance from any job? ____ Yes No ____ If yes, give the name of the employer in each instance and the reason(s). _____

_____

PERSONAL REFERENCES (NO FORMER EMPLOYERS, SUPERVISORS, OR RELATIVES)

(These individuals should have known you for several years)

NAME **& OCCUPATION**	FULL MAILING ADDRESS	PHONE NUMBER
		H/Cell: W:
		H/Cell: W:
		H/Cell: W:

PLEASE READ AND SIGN BELOW

The facts set forth in my application (and accompanying resume, if any) for employment are true and complete. I understand that if employed, any false statement on this application may result in my disqualification or discharge when discovered. I further understand that this application or anything conveyed during an interview is not and is not intended to be a contract of employment, nor does this application obligate the City of Leon Valley in any way if the City decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than the City Manager has authority to enter into an agreement for employment for any specified period of time or to make an agreement contrary to the foregoing, and then only in writing by the City Manager.

In making this application for employment I authorize the City of Leon Valley or its designated individuals to make an investigative report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

In consideration of my being considered for employment and/or being employed I hereby agree to and submit to physical examinations and tests as may be required by the City, and I do hereby (1) grant release and assign unto the City, all right, title and interest that I may subsequently acquire in all records and reports arising out of or in connection with said examinations and tests and (2) waive all rights to be advised on the content of said records and reports or to receive copies thereof, without the prior written consent of the City.

I also authorize the City of Leon Valley to furnish to any future employer or prospective employer any and all information they may request concerning my application for employment or employment with the City of Leon Valley. I hereby direct the City of Leon Valley to release such information upon request from a bearer of an authorization to release information. This release is executed with the full knowledge and understanding that this information is for the official use of the City of Leon Valley.

I also understand that this application for employment will be kept on file for a period of 6 months from the date of my application. I also understand that if I want to be considered for future employment at the end of this period of time that I will have to file a new application.

I hereby release the City of Leon Valley, as custodian of such records from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with a valid authorization and request for information or any other attempt to comply with it.

Authorizing Signature	Printed Name	Date

NOTICE OF JOB REQUIREMENTS

The City of Leon Valley requires that each applicant be informed of what is expected of employees in each position with the City. Attached to this notice is a job description for the position of **"Economic Development Administrative Assistant"** with the City of Leon Valley, for which you are applying.

The City of Leon Valley is concerned with the safety, health, and well-being of all its employees. The use or misuse of alcohol, drugs, narcotics, and/or controlled substances is inconsistent with this concern and, therefore, the City requires applicants to undergo pre-employment drug screening for drugs and illegal substances. A positive test result will cause rejection of the application, unless there are extenuating circumstances, e.g., medication causing the positive result if the medication is legally prescribed by a physician as part of an approved treatment.

The City of Leon Valley is an at-will employer and does not waive the right, at any time, including in the event the applicant is employed, to discharge the employee at any time, for any reason, with or without notice, and with or without cause.

I have read the attached job description and understand the City of Leon Valley's policies regarding drug testing and employment-at-will.

_____ _____

Signature Date

City of Leon Valley
Job Description

JOB TITLE:	Economic Development Administrative Assistant
DEPARTMENT:	Economic Development
FLSA STATUS:	Non-exempt
GRADE CLASSIFICATION	Grade 104
EFFECTIVE DATE:	November 4, 2014

JOB SUMMARY:
Under the direction of the Economic Development Director, the individual assigned to this position is responsible for performing a variety of secretarial and administrative duties requiring knowledge and skills to provide administrative support for the City of Leon Valley Economic Development Corporation (LVEDC) and Economic Development Director. The individual will also perform related work as required in support of the Economic Development Department's mission.

ESSENTIAL JOB FUNCTIONS:

Provides clerical support to the LVEDC may include verbal and written correspondence, filing and reporting duties, minute taking, agenda posting, meeting attendance, accounting functions, and other administrative support as needed.

Receive and assist representatives of various businesses, business organizations, citizen boards, the public and other City Departments and employees by answering questions by telephone, in person, in writing and over the internet, which require general knowledge of Department policies and procedures and direct visitors as appropriate in a pleasant and efficient manner;

Provide assistance with conducting surveys and technical studies; research for economic development policy and proposal preparation;

Assist with the development and production of marketing tools such as brochures; displays, videos, website, etc. to recruit new and retain current business and industry and in the promotion of the City;

Must be able to attend the LVEDC and other economic development-related activities and events as directed.

Accurately and proficiently prepares correspondence using personal computer for reports, flowcharts, graphs, spreadsheets, project schedules, and presentations;

Prepares and assists in collecting payments, billing charges, paying invoices, and reconciling of Department accounts.

Meet with various organizations and media outlets to promote LVEDC;

Must be able to carry, hold, push, pull or lift a minimum of twenty-five (25) pounds of miscellaneous materials;

Operates personal computer equipment, to include working knowledge in word processing, and other similar or current software applications to include scheduling, spreadsheet, database and internet;

Operates motor vehicle and equipment safely;

May be required to drive to pick-up and/or deliver working materials;

Read and interpret applicable City and Departmental policies and procedures;

Work effectively as a team member;

Responsible for the efficient and safe operation, care and appearance of assigned area and equipment;

Must be able to stand and sit for extended periods of answering phones, time reading computer screens and writing reports, and compiling data;

Must be able to climb up and down a flight of stairs;

Communicate effectively in English, both orally and in writing;

Communicate effectively with public, supervisors, and other City employees in a pleasant efficient manner;

Required to work flexible schedule, to include evening hours, weekends and holidays;

Must be able to remain on duty for the duration of the assigned duty hours; must be able to attend work regularly and predictably;

Must not pose a threat to the health and safety of self or others.

EDUCATION, DEGREES, CERTIFICATES, EXPERIENCE AND/OR LICENSES
High School Diploma or GED equivalent is required;

Bachelor's Degree from an accredited college or university with major coursework in Business Administration, Public Relations, public administration, economics is preferred; or equivalent combination of education and experience.

A valid class "C" Texas motor Vehicle License and the ability to remain eligible to drive under the City's driver evaluation program is required.

Must be bondable under the City's public employee blanket bond.

EXPERIENCE, TRAINING, KNOWLEDGE, and SKILLS
Two (2) years experience in event management, marketing, and customer service or related field.

Knowledge of basic accounting principles, practices, and budgetary reporting.

Proficient in operating a personal computer and utilizing various software such as MS Office.

Ability to plan, coordinate and implement various types of events and activities.

Ability to meet flexible work schedules, including weekends, evening and holidays, and to work independently.

Ability to assess the clients' needs and develop a plan suited to meet those needs.

Ability to interpret and apply City policies, procedures, rules and regulations.

Ability to communicate effectively both verbally and in writing.

Ability to establish and maintain effective working relationship with co-workers, supervisors and the general public.

Ability to read, write and communicate effectively in Spanish is desirable.

AUTHORIZATION TO RELEASE INFORMATION
(PRIVATE PERSON OR ORGANIZATION)
TO THE CITY OF LEON VALLEY

TO WHOM IT MAY CONCERN:

I, _____, an applicant for employment with the City of Leon Valley, hereby authorize you to furnish the City of Leon Valley with any and all information they may request concerning my employment; educational records, including but not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records; juvenile, police, Department of Public Safety driving and court records; military records, for determination of my potential for employment and for eligibility for certain security clearances. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Leon Valley. I also understand that neither the City nor its agent shall be violating my right to privacy in any manner and I hereby release them from all liability whatsoever for actions related to this investigation.

I hereby release you, as custodian of such records, any school, college, university, or other educational institution; hospital or other repository of medical records; credit bureau; lending institution; consumer reporting agency; or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request for information or any other attempt to comply with it.

_____	_____	_____
Authorizing Signature	Printed Name	Date

LEON VALLEY
TEXAS

To Applicant: **READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.**
The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, national origin or disability. Federal law also prohibits other types of discrimination such as age and citizenship. 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. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

1. How long have you lived at present address? _____

2. Previous address _____

_____

3. How long did you live there? _____

4. Are you over the age of eighteen? Yes _____ No _____

If no, hire is subject to verification that you are of minimum legal age.

5. Have you been bonded? _____ If yes, on what jobs? _____

6. Have you ever been convicted of a crime, **including** misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court? _____

If yes, describe in full:_____

_____

7. List any friends or relatives working for us, other than spouse. How do you know them and for how long?

a._____

b._____

c._____

8. Will you work overtime if scheduled or requested? _____

9. Will you work weekends if scheduled or requested? _____

10. Will you be able to get to work on time each day and when called in?_____

11. How did you hear about this job opening?_____

INFORMATION RELEASE AUTHORIZATION

Criminal Background Check

Applicant's Name (Print): _____

Date of Birth: _____

Race: _____

Social Security Number: _____

I, _____, do hereby authorize any law enforcement agency to furnish the City of Leon Valley or its agent information related to my criminal history. I hereby release the City of Leon Valley and all of its agents and employees, the law enforcement agency and all employees of law enforcement agencies furnishing information, from all liability, resulting from the furnishing of this information to the City of Leon Valley. I certify that the statements made by me on this form and on all pages of the City of Leon Valley Employment Application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void my consideration for employment/continued employment, and could result in disciplinary action including termination.

Signed _____

Date _____

WRITTEN AUTHORIZATION TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES

TO: The City of Leon Valley

FROM: _____
Printed Name of Applicant for Employment

DATE: _____

I, the undersigned, have received from the City of Leon Valley a disclosure to individuals applying for employment with the City of Leon Valley, Texas. I have read the disclosure and I understand its contents. After reading the disclosure, I give my authorization to the City of Leon Valley to obtain consumer reports for employment purposes. I understand that if I become an employee of the City of Leon Valley, this authorization will continue in effect to authorize the City of Leon Valley to periodically obtain reports for employment purposes for the purpose of evaluating me for promotion, reassignment, or retention as an employee.

_____
Signature of Applicant

DISCLOSURE TO INDIVIDUALS APPLYING FOR EMPLOYMENT WITH THE CITY OF LEON VALLEY, TEXAS

The City of Leon Valley hereby discloses to you that in connection with your application for employment, upon receipt of your written authorization to do so, it may obtain one or more consumer reports for employment purposes.

If the City of Leon Valley employs you, it may periodically obtain consumer reports for employment purposes, for the purpose of evaluating you for promotion, reassignment, or retention as an employee.

In each case, if information in the report influences the City's decision to deny hiring or promotion, it will provide you with appropriate action disclosures in accordance with Section 604(b)(2)(A) of the Fair Credit Reporting Act complete as of January 7, 2002.

DRIVER'S EMPLOYMENT BACKGROUND

NAME: _____
LAST, FIRST MI

SSN: _____ DATE OF BIRTH: _____

PRESENT ADDRESS: _____

PREVIOUS ADDRESSES FOR THE LAST THREE (3) YEARS: _____
_____

CURRENT DRIVER'S LICENSES

STATE	LICENSE NO.	TYPE	EXPIRATION

DRIVING EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLATBED, ETC.)	DATES OF OPERATION		TOTAL MILES OF OPERATION
		FROM	TO	

ACCIDENT RECORD FOR PAST FIVE(5) YEARS

(ATTACH AN ADDITIONAL SHEET IF NEEDED)	DATE	NATURE (HEAD ON, ETC.)	NO. OF FATALITIES	NO. OF INJURIES
LAST ACCIDENT				
NEXT PREVIOUS				
NEXT PREVIOUS				

TRAFFIC CONVICTIONS FOR THE PAST FIVE (5) YEARS (OTHER THAN PARKING VIOLATIONS)

LOCATION (CITY & STATE)	DATE	CHARGE	PENALTY

	YES	NO
A. Have you **ever** been denied a license, permit or privilege to operate a motor vehicle?	❑	❑
B. Has any license, permit or privilege to operate a motor vehicle been suspended or revoked?	❑	❑

When and Why:

IF THE ANSWER TO EITHER "A" OR "B" IS YES, ATTACH A STATEMENT OF EXPLANATION.

VOLUNTARY DATA RECORD SURVEY

Dear Applicant:

Applicants for positions with the City of Leon Valley are treated equally, without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status. At the same time, as an employer with an affirmative action program, the City of Leon Valley complies with government regulations, including affirmative action responsibilities and reports where they apply.

Government agencies periodically require reports on the status of protected employees. The purpose of this Voluntary Data Record is to comply with government record keeping, reporting, and other legal requirements. This data is for statistical analysis with respect to the success of the City of Leon Valley's affirmative action program only.

Completing this Voluntary Data Record Survey is optional. All data records are kept in a confidential file and are not a part of your Application for Employment or Personnel File.

NOTE: THE DECISION TO SUBMIT THIS INFORMATION IS VOLUNTARY.

==========

Date: _____

1. Job Title of Position Applied For:_____

2. Check One:
   Male _____ Female _____ Age: _____

   Vietnam Era Veteran: _____ Disabled Veteran: _____ Disabled: _____

3. Check one of the following (ethnic/racial background):

   White _____ Hispanic _____ Native American: _____

   Black: _____ Asian/Pacific Islander: _____ Other: _____