

CITY AND COUNTY OF MONTGOMERY PERSONNEL

27 Madison Avenue Montgomery, AL 36104

Jobline: 334/241-2217 Telephone: 334/241-2675 Fax: 334/241-2219

www.montgomerypersonnel.com**EVENTS COORDINATOR****\$29,601 - \$42,138****06CI6720****11/21/06**

NATURE OF WORK: The fundamental reason this classification exists is to book and coordinate special events such as weddings, concerts, and festivals for public assembly facilities. The essential functions of the job are to book, plan and coordinate special events. Supervision is received from the Director or Assistant Director. Supervision may be exercised over production staff or temporary employees as assigned. The complete job description may be obtained from the Personnel website or the Personnel Department.

MINIMUM QUALIFICATIONS: Bachelor's degree in business, marketing, sales, public relations or related field. Experience in planning meetings or special events may be substituted for education year for year.

SPECIAL REQUIREMENTS: Must work nights, weekends and holidays as required.

HOW TO APPLY: Applications and supplemental questionnaires may be obtained from the Montgomery City-County Personnel Department, State Employment Offices, or downloaded from the website. Resumes may be attached to the application, but will not be accepted in the place of a completed application form. **The application and supplemental questionnaire must be filed with the Montgomery City-County Personnel Department, 27 Madison Avenue, Montgomery, AL 36104.** No person or departments are authorized to accept applications except the Personnel Department. Applications may be delivered in person, by hand-mail, by the U.S. postal service or any other mail delivery service, or by facsimile (334-241-2219).

CLOSING DATE: Completed application and supplemental questionnaire will be accepted until **5:00 p.m., December 13, 2006.**

KIND OF EXAMINATION: Applications are being accepted to fill one vacancy and any other vacancies that may occur during the life of the register. The current vacancy is with the **City of Montgomery, Riverfront Facilities.** Applicants will be screened and qualified based upon education and experience as shown on the application and attached supplemental questionnaire. For this reason, applicants are urged to fill in the application form and supplemental questionnaire completely providing detailed information concerning the kinds of jobs they have held, the dates they held them, where and exactly what their duties were. If there are more than five qualified applicants, applicants will be placed in groups based on their qualifications indicated on the supplemental questionnaire and application. Applicants within each group will be considered equally qualified and placed on the register in alphabetical order. If there are five or less qualified applicants, they will be considered equally qualified and placed on the register in alphabetical order.

BENEFITS: Employees are offered a competitive benefits package which includes health, dental, and life insurance, paid annual and sick leave, paid holidays, and a retirement program.

EMPLOYMENT WITH THE CITY OF MONTGOMERY, MONTGOMERY COUNTY AND MONTGOMERY HOUSING AUTHORITY IS CONDITIONAL UPON THE POTENTIAL EMPLOYEE PASSING A PRE-EMPLOYMENT DRUG TEST. (The drug test may require the submission of a sample of hair, finger nails, and/or urine that will verify illegal drug use.)

Equal Employment Opportunity Policy & General Information - See reverse side

GENERAL INFORMATION
MONTGOMERY CITY AND COUNTY MERIT SYSTEM EXAMINATION

PRIOR TO YOUR EMPLOYMENT, YOU WILL BE REQUIRED TO PROVIDE TO YOUR EMPLOYER DOCUMENTATION OF YOUR IDENTITY AND EMPLOYMENT ELIGIBILITY IN ORDER TO COMPLY WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.

EQUAL EMPLOYMENT OPPORTUNITY

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, national origin, or any other non-merit factors is prohibited. Discrimination on the basis of age, sex, or physical disability is prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

REQUEST FOR ACCOMMODATION

Under the Americans with Disabilities Act, it is the responsibility of the applicant with a disability to request accommodation which he/she requires in order to participate in the application or examination process. The Personnel Department reserves the right to require documentation of the need for accommodation under the ADA. In order to request accommodation in the application or testing process, contact the Personnel Director or Assistant Personnel Director at (334) 241-2675.

HOW DOES A PERSON QUALIFY?

Each person must meet the requirements listed in the MINIMUM QUALIFICATIONS part of the examination announcement. DESCRIBE YOUR QUALIFICATIONS AS COMPLETELY AND ACCURATELY AS POSSIBLE. Applications must be completely filled out and received in the Office of the Personnel Department, 27 Madison Avenue, not later than 5:00 P.M. on the closing date specified on the front of this announcement. Applications may be delivered in person, by hand-mail, by the U.S. Postal Service or any other mail delivery service, or by facsimile. Late applications and applications containing false statements will result in disqualification. You will be notified of acceptance of your application.

EXAMINATION

The examination may consist of a written test, a performance test, an evaluation of training and experience, an oral examination, or a combination of these. Applicants who meet the minimum qualifications will be notified when and where to report for examination, if required.

ELIGIBLE REGISTERS

Candidates who successfully complete all phases of the examination process are placed on a register of eligible candidates and will be notified of their standing on the Eligible Register as soon as practicable. Register information is not given out over the phone in order to protect candidate privacy. Candidates who are not available for employment or refuse employment may be placed in inactive status. Requests to be placed back on active status will be granted when the candidate is available for employment IF made in writing and IF the register is still active.

APPOINTMENT

Appointments are made by the City, County, Housing Authority, and Airport Authority, not the Personnel Department. When a vacancy occurs, the eligible register containing the names of the appropriate number of eligible candidates is provided to the requesting department by the Personnel Department for selection. Applicants who are not selected or who are not removed from the register remain on the Eligible Register for a maximum of two years or until there are less than five eligible candidates to select from and a new register must be established. Appointments are ordinarily made at the minimum salary of the salary range for the class.

WHAT IS THE PROBATIONARY PERIOD?

All appointments to permanent positions are made for a probationary period of not less than six months, except police officers who have a one-year probationary period. This working test period is to determine if the work and work habits of the employee are satisfactory and if the employee merits permanent appointment.

EVENTS COORDINATOR – 06CI6720

SUPPLEMENTAL QUESTIONNAIRE

INSTRUCTIONS: This Supplemental Questionnaire will be used, along with the City/County Application and any other attachments, to determine if you meet the minimum qualifications. If there are more than five qualified applicants, applicants will be placed in groups based on their qualifications indicated on the supplemental questionnaire and application. Applicants within each group will be considered equally qualified and placed on the register in alphabetical order. **While you must list your entire work history on the application form, you must restate the requested information in the format requested in the Supplemental Questionnaire to receive proper credit. Also, any employer/organization (paid or volunteer) listed on the Supplemental Questionnaire must be listed on the application form.** You may attach one (1) additional sheet as needed to respond in detail to each question. Please provide the school/employer and dates of attendance/employment for each question. The Supplemental Questionnaire must be completed and returned with your City/County Application to the Montgomery City-County Personnel Department no later than **5:00 p.m., December 13, 2006**. If you have questions about this questionnaire, please call the Personnel Department at (334) 241-2675.

NAME: (Print) _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE NUMBERS: **HOME:** _____ **CELL:** _____

Your Agreement: (Read)

By submission of this supplemental questionnaire to the application form, I hereby certify that all information on this supplemental questionnaire and any attached sheets is accurate and complete to the best of my knowledge and belief.

MONTGOMERY CITY-COUNTY PERSONNEL DEPARTMENT
Application for Employment
27 Madison Avenue
Montgomery, AL 36104
Jobline (334) 241-2217 Fax (334) 241-2219 Telephone (334) 241-2675
www.montgomerypersonnel.com

General Instructions: Applications are only accepted for a position **when** a job announcement is posted. Read the job announcement to determine if you meet the minimum qualifications for the position. A separate Montgomery City-County application form must be submitted for each position. Copies are accepted. A resume may be attached, but may not take the place of the Montgomery City-County Application. An application or resume cannot be returned and the Personnel Department cannot make copies for you. Please type or write clearly in blue or black ink.

The completed application and supplemental questionnaire, if any, must be filed with the Montgomery City-County Personnel Department. No other persons or department are authorized to accept applications except the Personnel Department. Applications may be delivered in person, by hand-mail, by the U.S. Post Office or any other mail delivery service, or by facsimile. It is up to you to ensure that your application is received by the closing date listed on the job announcement. If an announcement is “open until the needs are met” the Personnel Department may stop accepting applications for the position at any time without further notice.

According to the Americans with Disabilities Act, it is the responsibility of the applicant with an ADA-covered disability to request accommodation which he/she requires in order to participate in the application or examination process. It is the policy of the Personnel Department to require documentation of the ADA-covered disability and the need for accommodation.

You will receive written notice if your application has been accepted or rejected. You will also be notified when and where to report to take an examination, if required. Applicants who meet all the job requirements are placed on an eligible register which may remain in effect up to two years, unless exhausted sooner. Please notify the Personnel Department of any changes in your name, address, telephone number(s) or email address. Prior to your employment you will be required to provide documentation of your identity and employment eligibility in order to comply with the Immigration Reform and Control Act of 1986. Applicants for certain jobs may be required to submit to a complete background check, or a conditional offer drug test or medical examination.

Veteran’s Preference. Preference in open competitive examinations will be given for veterans, to their widow or widower and to the spouse of a totally disabled veteran. A veteran is defined as a person who served in the military service during any war or conflict in which the United States was engaged and who was discharged or released from service under conditions other than dishonorable. It does not include those who serve an initial period of active duty training in the Reserve or National Guard. Preference Points will be applied to the passing score in an open competitive examination. Veteran’s Preference Points may be claimed on the Supplemental Applicant Data Form found on page 5 of this application.

Equal Employment Opportunity: Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious affiliations or because of race, national origin, or any other non-merit factors is prohibited. Discrimination on the basis of age or sex or physical disability is prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification for proper and efficient administration.

Title of Position _____ Date Filed _____

Revised May 2006

WORK HISTORY

Work History Instructions: Please read carefully. In the areas below please list all of your work experience, *beginning with your current or most recent job*. Military and related volunteer work should be included here. Please do not use abbreviations, initials or military jargon when stating your experience. If you need more space, attach extra copies of this page. Each time you change jobs or job titles, you should list them separately, even if your employer did not change. It is important that you provide complete and accurate information about the employer, the date of your employment, your job duties and your level of responsibility, including the number and title of any employees you supervised, equipment you operated and any other relevant information which will assist us in evaluating your qualifications for the job you are applying for. If you do not show the month and year you began and ended each job, you will not receive full credit for your experience.

Name of employer:	Dates employed (<i>give month and year</i>)	Total Number of Months
Address:	From: / To: /	
Telephone No.:	Salary or earnings:	Average Number of hrs. per wk.
Supervisor:	Starting \$ per Ending \$ per	
Exact title of your job	No. and job titles of any employees you supervise(d)	Your reason for wanting to leave

DESCRIPTION OF WORK:

Name of employer:	Dates employed (<i>give month and year</i>)	Total Number of Months
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Exact title of your job	No. and job titles of any employees you supervise(d)	Your reason for wanting to leave

DESCRIPTION OF WORK:

**MONTGOMERY CITY AND COUNTY PERSONNEL DEPARTMENT
SUPPLEMENTAL APPLICANT DATA FORM**

TO THE APPLICANT: The Civil Rights Act of 1964, as amended, prohibits discrimination in employment because of race, color, religion or national origin, the Age Discrimination in Employment Act (ADEA), as amended, prohibits discrimination because of age with respect to individuals who are at least 40 years of age. The information requested is used solely for Equal Opportunity reporting, personnel research, and for bona fide occupational qualifications or other legally permissible reasons, and will be kept in a **CONFIDENTIAL FILE** separate from the application for employment.

TITLE OF POSITION

JOB ANNOUNCEMENT#

NAME: LAST

FIRST

MIDDLE

SOCIAL SECURITY NUMBER

DATE OF BIRTH

Male Female Citizen of USA or alien authorized to work in USA? Yes No

Racial or ethnic group (check one):

White Black Hispanic Asian/Pacific Islander American Indian

What prompted you to apply for City-County employment?

- | | | |
|-------------------------------------------------|-----------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> AL State Employment Agency | <input type="checkbox"/> Self-Initiated |
| <input type="checkbox"/> Radio | <input type="checkbox"/> City-County Employee | <input type="checkbox"/> Bulletin Board |
| <input type="checkbox"/> Community Announcement | <input type="checkbox"/> College Placement Office | <input type="checkbox"/> Web Page |
| <input type="checkbox"/> Other (Specify) _____ | | <input type="checkbox"/> Jobline |

Veteran's Preference Points

If you claim Veteran's Preference, check the type below. **Attach copies** (which will not be returned) of the required documents to your application to support your claim. See page one of application for Veteran's Preference Policy.

Veteran (5 points) - Available to a veteran, defined as a person who served in the active military during any war or conflict in which the U.S. was engaged and who was discharged or released from service under conditions other than dishonorable.

Requires DD214 or document showing dates of service and type of discharge. If this has been submitted previously and is on file with this office, you may disregard this requirement.

Disabled Veteran (10 points) - Available to a veteran who has a service connected disability and who receives or is eligible to receive compensation for the disability. **Requires DD214** or other document as above and **letter of disability** from VA dated within last 6 months. VA letter must be kept updated or you lose the extra 5 points.

Disabled Veteran's spouse (10 points) - Available to a person who is currently married to a veteran who is totally disabled and therefore not qualified for employment. **Requires DD214** or other document as above and **VA letter of disability**.

Deceased Veteran's spouse (10 points) - Available to the spouse of a veteran who died or was killed in the line of duty. **Requires DD1300** or other document as above and a **marriage certificate**. Cannot be claimed if spouse remarries.

I **am not** eligible for Veteran's preference points.