



City of Rio Vista

Department Volunteer Request Form

Date of Request	September 22, 2009
Department	Administration
Contact Name / Phone Number	Hector De La Rosa, 374-6451
Address	One Main Street
E-mail Address / Fax Number	hdelarosa@ci.rio-vista.ca.us 374-6763
Number of volunteers needed	1
Date needed to start	Immediately
Date job ending	Ongoing
Time commitment required	Ongoing
Location of project	One Main Street, Rio Vista (City Hall)
Description of work needed	Provide skilled, highly responsible professional support to the City Manager and administrative staff. Provide research; compose, prepare and review a variety of documents; develop new policies and procedures; schedule and participate in meetings, projects and activities as assigned; coordinate and review the tracking of legislative information; and design, write and coordinate website layout and other duties.
Skills required for job	Experience in public administration or other high level professional position.
Transportation	Volunteer needs own vehicle
Additional Information	

- Approved
 Denied

Return form to:
City Manager's Office
Fax 707/374-6763 or bahrenfuss@ci.rio-vista.ca.us