

July 23, 2010

City of Kinston



Job Opportunities

ACCOUNTING MANAGER

SALARY: \$45,881 - \$64,310

SALARY GRADE: 30

Performs difficult professional work assisting with planning, organizing and directing the accounting activities of the City involving the preparation and/or maintenance of fiscal or related records, general ledger, accounts payable, collections, payroll functions, and financial reporting systems in a manner consistent with generally accepted accounting principles (GAAP) and the Governmental Accounting Standards Board (GASB). Work includes significant contact with other city departments. Work is performed under the general supervision of the Director of Finance and requires independent judgement and discretion in the performance of duties. Supervision is exercised over subordinate personnel.

Good understanding of the theory, principles, methods and practices of accounting; general knowledge of the laws, ordinances, and regulation governing municipal accounting matters; thorough knowledge of modern office methods, practices and equipment; ability to prepare, analyze and evaluate complex financial and internal control systems; ability to plan and prioritize personal workload of other accounting staff, ability to establish and maintain effective working relationships with others; ability to express technical ideas effectively, orally and in writing.

Minimum of a four-year degree in accounting required. Master's degree in accounting or finance helpful. Experience in municipal accounting or in other public sector accounting settings desired, including some at a supervisory capacity. Possession of a North Carolina certified public accountant (CPA) certificate, MBA or CMA is helpful but not mandatory.

Must possess a valid NC driver license. Applicants will be required to submit to a Pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston.

CLOSING DATE: CONTINUOUS UNTIL FILLED

ONLY ONE POSITION PER APPLICATION

July 23, 2010

City of Kinston



Job Opportunities

CIVIL ENGINEER I

SALARY: \$39,704 - \$55,636
SALARY GRADE: 27

Performs professional work involved in the design, construction, inspection and maintenance of a variety of public works and utility facilities, and related work as required. Work is performed under the moderate supervision. Limited supervision is exercised over Construction Inspectors.

General knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications in the area assigned; general knowledge of modern methods and techniques as applied to the design of public works and utility projects; ability to perform engineering computations and to make recommendations on engineering problems and planning; skill in the use of civil engineering instruments and equipment; skill in the use and application of computer aided design software; ability to communicate complete ideas effectively, orally and in writing; ability to calculate complex cost reports; ability to establish and maintain effective working relationships with City officials, associates, contractors and the general public.

Bachelor's degree with coursework in engineering, or related field and minimal experience in engineering work, or equivalent combination of education and experience. Possession of or ability to obtain Engineer-In-Training certification. Possession of an appropriate driver's license valid in the State of North Carolina.

Must possess a valid NC driver license. Applicants will be required to submit to a Pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston.

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Job Opportunities

COMMUNITY DEVELOPMENT PLANNER

SALARY : \$39,704-\$55,636

SALARY GRADE: 27

Summary & Duties: Ideal candidate will display enthusiastic autonomy to “jump-start” Kinston’s Community Development goals. Prepare applications for federal funds and other grant opportunities. Manage and Administer Community Development Block Grants (CDBG). Work with Planning Staff to develop an Action Plan, five-year Consolidated Plan, CAPER, city comprehensive plan, as well as other reports and special projects as needed. Conducts research, analyzes data, and prepares and maintains records and reports. May conduct workshops and lead citizen and stakeholder groups on housing and neighborhood revitalization. Position will provide staff support to various boards and commissions including the City Council.

Requires a minimum of graduation from an accredited college or university with a degree in Planning, Public Administration, accounting, or related field plus two years of experience in municipal or regional planning and/or grant administration. Preferred applicant will have two + years experience writing and administering Community Development Block Grants.

Must possess a valid NC driver license. Applicants will be required to submit to a Pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston. Must be willing to work occasional evenings, weekends, and holidays. First review: July 30th

CLOSING DATE: OPEN UNTIL FILLED

ONLY ONE POSITION PER APPLICATION

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City of Kinston



Job Opportunities

CUSTOMER SERVICE REPRESENTATIVE
702-038

SALARY: \$23,438 - \$32,777
SALARY GRADE: 16

Performs skilled administrative support work involving customer service, billing, collection and the preparation and/or maintenance of fiscal or related records, and related work as required. Work is performed under the moderate supervision of the Customer Service Supervisor and/or the Business Office Administrator. Preferred candidate will be *bilingual (English/Spanish)*.

General knowledge of bookkeeping terminology, methods, procedures and equipment; general knowledge of standard office procedures, practices and equipment; general knowledge of utility service connection and termination procedures, billing, collecting and adjustments; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; skill in the use of a variety of office machines and some typing ability; ability to establish and maintain effective working relationships with associates and the general public.

High school diploma or GED and minimal experience in general office support work involving public contact work, or equivalent combination of education and experience.

Applicants will be required to submit to a pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston.

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Job Opportunities

ELECTRIC LINE TECHNICIAN I
706-045 & 706-047

SALARY: \$27,057 - \$37,832
SALARY GRADE: 19

ELECTRIC LINE TECHNICIAN II

SALARY: \$29,782 - \$41,659

ELECTRIC LINE TECHNICIAN III

SALARY: \$32,777 - \$45,881

JOURNEY LINE TECHNICIAN

SALARY: \$34,379 - \$48,148

NOTE: Title & salary dependent upon achievement in N.C. Lineworker Career Development Program.

Performs skilled trades work assisting in the installation, maintenance and repair of the electric distribution system, and related work as required. Work is performed under the moderate supervision of the Electric Line Crew Leader.

Some knowledge of the practices, methods, equipment, hazards, materials and tools used in the construction and maintenance of electric distribution and transmission systems; some knowledge of the occupational hazards connected with the work and the safety precautions to be taken; ability to perform manual work and physical stamina to withstand working under adverse weather conditions; ability to understand and follow instructions in both oral and written form; ability to deal tactfully with the public; ability to establish and maintain effective working relationships with associates.

High school diploma or GED and minimal experience in electric line construction and maintenance, or equivalent combination of education and experience.

Possession of first aid and CPR certifications. Completion of Lineman Career Development Program at Level I. Must possess a valid NC driver license and have the ability to obtain a CDL permit within 30 days of employment and a CDL "A" license within 90 days of receiving permit. Applicants will be required to submit to a Pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston. Must be willing to work occasional evenings, weekends and holidays.

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Job Opportunities

LOGISTICS TECHNICIAN

708-046

SALARY: \$23,438 - \$32,777

SALARY GRADE: 16

Performs intermediate technical work receiving and processing purchasing request forms, and related work as required. Work is performed under the moderate supervision of the Fleet Maintenance Superintendent.

General knowledge of procurement laws and regulations, sources of supply for vast array of goods and services, including local sources of supply and products available; thorough knowledge of procurement terms and a working knowledge of legal requirements regarding contracts; thorough knowledge of purchase order system; skill in the operation of general office machines and personal computers; ability to prepare written and oral reports; ability to prepare and maintain inventory records and logistics related files and records; ability to establish and maintain effective working relationships with associates and vendors.

High school diploma or GED required. Additional education with coursework in logistics, and/or experience in same field is preferred.

Applicants will be required to submit to a pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston.

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Job Opportunities

POLICE OFFICER (B.L.E.T. CERTIFIED)

SALARY: \$29,782 - \$41,659

SALARY GRADE: 20

POLICE OFFICER TRAINEE

SALARY: \$28,389- \$39,704

SALARY GRADE: 20

Performs protective service work involving a variety of general or support duty police assignments, and related work as required. Work is performed under the immediate supervision of the Police Sergeant.

Some knowledge of police methods, practices and procedures; some knowledge of the geography of the City and location of important buildings; some knowledge of the rules and regulations of the Police Department; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms and the operation of an automobiles; ability to establish and maintain effective relationship with associates and the general public.

Any combination of education and experience equivalent to graduation from high school, B.L.E.T certified or currently enrolled in the B.L.E.T. program preferred. *Please submit documentation of current enrollment from instructor.*

Must meet minimum age requirement (20 years old) and pass pre-placement medical examination to include drug screen and psychological examination. Background investigation will include check of credit history, driving record and criminal history. Possession of a valid NC driver's license required and must maintain insurability with the City of Kinston. Must live within a 50-mile radius of the City of Kinston.

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Job Opportunities

RECREATION CENTER SUPERVISOR

SALARY: \$31,238 - \$43,718

SALARY GRADE: 22

Performs intermediate skilled technical and basic professional work planning, organizing and supervising recreational programs at a recreation center, and related work as required. Work is performed under the moderate supervision of the Recreation Program Supervisor II. Full supervision is exercised over assigned part-time personnel.

Thorough knowledge of the operation of a recreation facility; thorough knowledge of table games, indoor and outdoor athletic, recreation and related rules and regulations; general knowledge of the principles and practices of recreation planning, programming and operations; ability to maintain order in a public facility; ability to communicate effectively in both oral and written formats; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with participants, associates and the general public.

Bachelor's degree with coursework in recreation, physical education, or related field, or equivalent combination of education and experience.

Must possess a valid NC driver license. Applicants will be required to submit to a Pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston. Must be willing to work occasional evenings, weekends and holidays.

CLOSING DATE: JULY 30, 2010

ONLY ONE POSITION PER APPLICATION

July 23, 2010

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Job Opportunities

WASTEWATER TREATMENT PLANT OPER. I

704-019

SALARY: \$22,356 - \$31,238

SALARY GRADE: 15

WASTEWATER TREATMENT PLANT OPER. II

SALARY: \$24,582 - \$34,379

SALARY GRADE: 17

NOTE: Title & salary dependent upon level of state certification.

Performs skilled trades work in the operation and maintenance of a wastewater treatment plant, and related work as required. Work is performed under the immediate supervision of the Water Reclamation Plant Supervisor.

Some knowledge of the operating characteristics and maintenance requirements of a wastewater treatment plant; some knowledge of hydraulic, chemical and mechanical principles pertinent to wastewater treatment plant operations; some knowledge of occupational hazards of the work and of necessary safety precautions; ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures; ability to conduct routine laboratory tests; ability to understand and follow oral and written instructions; ability to read meters and charts accurately and to maintain records of shift operations; skill in the use and care of hand tools; ability to establish and maintain effective working relationships with associates.

High school diploma or GED and some experience in mechanical maintenance, or equivalent combination of education and experience. Possession of a Grade I Wastewater Treatment Plant Operator Certificate required.

Must possess a valid NC driver license. Applicants will be required to submit to a Pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston. Must be willing to work occasional evenings, weekends and holidays.

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Job Opportunities

TEMPORARY ASSIGNMENT ONLY

ADMINISTRATIVE SECRETARY

SALARY: \$10.00 PER HOUR

401-025

Performs skilled clerical work performing a variety of assignments in a municipal office. Responsibilities include greeting visitors, taking facility reservations, answering phones; typing a variety of documents, including purchase orders, requisitions, schedules and routing correspondence; and other duties as required. Will work part-time, 8:00 a.m. - 12:00 Noon, 20 hours per week.

Must be proficient on the computer with the ability to operate a variety of office equipment; ability to follow oral and written directions; ability to establish and maintain effective working relationships with associates and general public.

High school diploma or two-year associates degree in office work or general business.

Must pass pre-placement medical examination to include drug screen and background investigation. Must reside within a 50-mile radius of the City of Kinston.

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Job Opportunities

TEMPORARY ASSIGNMENT ONLY

LIFEGUARD

SALARY: \$8.05 PER HOUR

Responsible for the safety/supervision of the public and daycamp groups at city pool facilities during the summer. Must adhere to all Parks and Recreation standards and maintain fitness standards. Must be willing to work weekends and have a flexible schedule.

Must be currently certified in lifeguard training and CPR for the Professional Rescuer.

Must pass pre-placement medical examination to include drug screen and background investigation.

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Job Opportunities

TEMPORARY ASSIGNMENT ONLY

STOREKEEPER

SALARY: \$22,356 - \$31,328

SALARY GRADE: 15

Performs intermediate administrative support and basic semiskilled work in the operation of a municipal warehouse and storeroom, and related work as required. Work is performed under the moderate supervision of the assigned departmental supervisor.

General knowledge of modern warehouse and inventory practices; ability to count and inspect a variety of stores and materials accurately and thoroughly; ability to maintain accurate records; ability to drive light automotive and warehouse equipment; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates.

High school diploma or GED with and minimal experience in the issue, receipt and inventory control of parts and supplies, or equivalent combination of education and experience.

Must possess a valid NC driver license. Applicants will be required to submit to a Pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston.

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