



HUMAN RESOURCES DEPARTMENT
City of Kansas City, Missouri
 12th Floor, City Hall
 Kansas City, MO 64106
 (816) 513-1903

EXTERNAL RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Administrative Assistant (Job Opening ID #514918)	\$16.05-\$24.31/hour	April 11, 2022
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(Municipal Court Department/Correctional Services Division/511 East 11th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday; 8:00 a.m.-5:00 p.m. Assists with the managing of daily tasks, functions and operational procedures in a jail setting, operating around an inmate population. Responsible for daily clerical duties, and data entry for court records on inmates. Develop and prepare various reports and rosters to accurately reflect the Court's assessments. Be able to communicate effectively both oral and written and maintain positive business relationships among all levels of our organization, other City departments, and with vendors. Complete projects and tasks as assigned, update Courts website of daily inmate counts and reports. Strong computer skills are required, will utilize several computer programs and must exercise broad discretion while performing daily tasks. Have an in-depth knowledge of court functions, procedures, operational issues, have the ability to collect, analyze and interpret information. **REQUIRES** high school graduation and 3 years of increasingly responsible secretarial and/or clerical experience; OR an equivalent combination of qualifying education and experience. **Preference given for experience with criminal justice system, electronic monitoring or record keeping.**

Administrator of Corrections (Job Opening ID #514853)	\$5,719-\$10,262/month	April 11, 2022
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(Office of the City Manager/Corrections Division/414 East 12th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; nights and weekends as needed. Assists in the development of policies and procedures which govern the administration and operation of the correctional institution. Directs through subordinates, the custodial and treatment programs of the correctional institution including security measures, housing, feeding, clothing, medical, religious, recreational, educational, social service, and work activities. Directs and participates in the recruitment, selection, training, retention, promotion, or dismissal of correctional institution personnel. Maintains population control over detainees and sentenced municipal offenders. Facilitates with Municipal Court, Kansas City Police Department and City Manager's Office through a City Justice Program Coordination Committee. Collaborates with social service and behavioral health organizations for programming for inmates. Oversees incarceration alternatives and develops plans with the coordination of the Municipal Court. Interprets the institutional program and establishes and maintains good public relations through news articles, speeches, and guided tours of correctional institution buildings, grounds, and facilities. Inspects the correction institutional buildings, facilities, and grounds regularly for

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Administrator of Corrections-514853 (cont.)

security, cleanliness, and operation of other custodial activities. Monitors the activity of institution employees, identifies safety and health hazards and corrects unsafe working conditions via the appropriate supervision. Directs the preparation and presentation of employee safety and health training modules consistent with the sound psychology of positive behavioral change. Keeps abreast of professional and technology developments. Participates in programs of related professional organizations to update knowledge of a correctional institution. Evaluates publications concerned with safety and health management of a correctional institution. Performs related duties as required. **REQUIRES** graduation from an accredited four-year college or university and 5 years of progressively responsible work in the correctional field, including 3 years in a responsible administrative or supervisory position.

Analyst

\$3,957-\$6,769/month

April 11, 2022

(Job Opening ID #514830)

(Finance Department/Office of Management and Budget/414 East 12th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Assists in the preparation and publication of the annual budget. Performs quarterly reviews of expenditures and revenues. Provides fiscal and budget support to assigned City Departments. Collects and analyzes data and other information to evaluate efficiency and effectiveness of departmental programs, activities and procedures. Responds to requests for information and for research from the City Manager, Mayor/City Council as well as from assigned Departments. Develops, writes and edits City policies and procedures. Assists with reviewing project proposals and planning projects to determine objectives, establishing work plans, time frames, funding limitations and staffing requirements. Reviews ordinance requests from assigned Departments for accuracy and for funding availability. Reviews Position Review Committee (PRC) requests from assigned Departments for funding availability. Performs other duties as assigned. **REQUIRES** an accredited Master's degree in public or business administration, urban or regional planning, economics, accounting, finance or a related field; OR an accredited Bachelor's degree in public or business administration, urban or regional planning, economics, accounting, finance or a related field and 1 year of professional experience in public or business administration, corporate or municipal finance, budget, research, accounting or a related field.

Building Inspector

\$18.83-\$29.44/hour

April 11, 2022

(Construction Code Inspector)

(Job Opening ID #514780)

(City Planning & Development Department/Inspections Division/414 East 12th Street)

Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 7:30 a.m.-4:00 p.m. Conducts field inspections on commercial and residential buildings during various stages of construction, remodeling, and demolition to ensure compliance with applicable codes, ordinances, and regulations. Inspects plumbing, electrical, mechanical, and structural installations and provides a detailed list of deficiencies and ensures correction of deficiencies at subsequent inspections.

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Building Inspector (Construction Code Inspector)-514780 (cont.)

Utilizes plans and specifications on site to determine compliance with the provisions of applicable building code. Responds to questions from contractors and business in both the office and in the field to explain and interpret requirements and restrictions. Responds to complaints and conducts legal investigations about violation of the city ordinances, and where necessary prepares cases for city prosecutor and give testimony in court. Negotiates construction sites at all stages of construction, uneven terrain including excavations and ditches. Performs related duties and responsibilities as required. **REQUIRES** an accredited Bachelor's degree in engineering, architecture, fire science, construction technology or construction management; OR high school graduation and 4 years of acceptable codes inspection or construction trade experience; OR an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. Must possess certificates B1, E1, M1 and P1 as awarded by the International Code Council (ICC) within 24 months following date hired. In addition, must meet these certification requirements for those required above: (1) Obtain 1 of the required certifications within first 6 months of hire; (2) Obtain 2nd required certification within 12 months of hire; (3) Obtain 3rd required certification within 18 months of hire; and (4) Obtain 4th required certification within 24 months of hire. Inspectors assigned to the Elevator workgroup, in addition to requirements above, must also obtain Qualified/Certified Elevator Inspector (QEI/CEI) certification as awarded by NAESA International within eighteen (18) months following date hired or assigned to the workgroup. For those with exams passed prior to April 2018, the following certificates administered by the National Certification Program for Construction Code Inspectors (NCPCCI) may be substituted for the corresponding ICC certificate as shown: NCPCCI Building Inspector One- and Two-Family Dwellings-1A or ICC Residential Building Inspector-B1; NCPCCI Electrical Inspector One- and Two-Family Dwellings-2A or ICC Residential Electrical Inspector-E1; NCPCCI Mechanical Inspector One- and Two-Family Dwellings-4A or ICC Residential Mechanical Inspector-M1; NCPCCI Plumbing Inspector One- and Two-Family Dwellings-5A or ICC Residential Plumbing Inspector-P1.

Crafts Person (Job Opening ID #514821)	\$17.19-\$26.86/hour	April 11, 2022
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(General Services Department/Facilities Division/5300 Municipal)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Performs or assists with work associated with a variety of trades, including painting, carpentry, electrical and plumbing repairs. Assists with regular tasks that may include general carpentry work installing window glass, repairing doors and locks, prepping walls, painting and installing wallpaper. Installs ceiling and floor tiles carpeting, walls and partitions. Repairs and installs plumbing fixtures. Assists with electrical and welding repairs. Assists with mechanical work and responds to emergency building repairs. Performs as the team lead on assigned projects. Performs additional duties as assigned, including assisting with snow removal. **REQUIRES** high school

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Crafts Person-514821 (cont.)

graduation and 3 years of experience in a relevant trade (e.g., carpenter, machinist, painter, plumber or welder); OR an equivalent combination of qualifying education and experience. Must possess a valid state issued driver's license in accordance with the City of KCMO policies. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

HRIS Analyst

April 11, 2022

(Human Resources Specialist)	\$21.88-\$35.31/hour
(Senior Human Resources Specialist)	\$4,945-\$8,833/month
(Job Opening ID #514854)	

(Human Resources Department/HRIS Division/414 East 12th Street)

Full-time position available. **Will be filled as either Human Resources Specialist or Senior Human Resources Specialist.** Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Provides superior support for PeopleSoft HCM (Human Capital Management) applications including: Workforce Administration, Benefits, Pension Administration, Talent Acquisition Management, Enterprise Learning, and Self-Service. Manages security administration to ensure appropriate access to the system. Troubleshoots and provides timely resolution for functional system issues. Acts as the functional liaison between HR and IT to assist with project tasks such as requirements gathering, system configuration, and user acceptance testing. Creates ad-hoc reports regarding job data, compensation, and employee benefits. Develops training videos and job aids to facilitate training to system users. Researches and communicates new functionality to provide recommendations regarding their use by the organization. Gathers functional requirements for system users and completes development requests. Creates testing scenarios to validate system modifications and updates. Documents HR business processes. **Human Resources Specialist REQUIRES** an accredited Bachelor's degree and 1 year of professional human resource experience in a business or public sector organization. **Senior Human Resources Specialist REQUIRES** an accredited Bachelor's degree and 3 years of professional human resource experience in a business or public sector organization, including 2 years of experience at the level of the City's Human Resources Specialist. **Preference given for experience working on system-related projects, supporting HR systems, and proficiency with Microsoft Office.**

IT Senior Analyst

\$4,350-\$6,886/month

April 11, 2022

(Job Opening ID #514840)

(General Services Department/IT Division/1101 Locust Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Develops and implements technology-related educational training sessions for KCMO IT staff and end users on the proper operation of computer equipment, hardware devices, and software applications. Provides training/instructions on how to troubleshoot systems and applications to increase productivity and minimize downtime. Researches and develops training and learning materials for new and current employees. Plans, coordinates, and implements learning classes and activities to front line employees. Organizes various training sessions for all new employees and

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IT Senior Analyst-514840 (cont.)

providing tests to evaluate the effectiveness of the training programs. Responsible for facilitating and updating courses, including their content, that are developed by externally to meet city IT related services. Maintains the design of online site courses and the execution of training programs for all information technology processes. Collaborates with project managers to prepare IT related project requirements and schedules for training. Analyzes software releases, developing a course curriculum for its demonstrations, and providing required training for the same. Maintains translating IT expertise using excellent communication and presentation skills to present to large groups of people. **REQUIRES** an accredited Bachelor’s degree and 3 years of technology experience; OR an equivalent combination of education and technology experience.

IT Specialist \$4,400-\$7,534/month **April 11, 2022**
(Job Opening ID #514901)

(General Services Department/IT Division/1101 Locust Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Manages staff, PCLC program activities, a fleet of desktop and laptop computers with different hardware and software configurations. Manages and oversees staff responsible for PC support needs, regular software updates and patches to keep warranties or maintenance agreements. Prepares users with new computers or upgrades existing computers with new hardware to handle new application requirements. Provides asset management for equipment and software assets throughout their lifecycle, from purchase to disposal. Keeps track of assigned equipment, and each PCs make, model and specific configuration (including processor, memory, hard drive space, operating system and software). Helps IT administrators drive a PC and software standardization effort, which in turn can simplify help desk support and cut costs. Builds and images management. Uses a standard configuration and a single build process. Provides service desk support and assists with strategic efforts of a consolidated approach to IT services and concentrate on their core competencies that lend to improved service and automated support processes to further increase efficiency. Leads and assists with IT compliance reporting, software license management, monitor systems and automate processes to help ensure we meet current and future compliance policies, and to reply to regulatory and legal requests more quickly and efficiently. Installs and configures networks. Manages databases, provides user support manage and information security. Troubleshoots systems and hardware. **REQUIRES** an accredited Bachelor’s degree and 4 years of technology experience; OR an equivalent combination of education and technology experience.

Lab Technician \$16.05-\$24.31/hour **April 11, 2022**
(Social Service Worker)
(Job Opening ID #514823)

(Municipal Court/Probation Division/511 East 11th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Responsible for full operation of Municipal Court’s in-house laboratory, currently utilizing Siemens Pro-E Analyzer for urinalysis testing. Perform daily and weekly quality control measures

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Lab Technician (Social Service Worker)-514823 (cont.)

to ensure the Siemens Pro-E Analyzer is fully operational at all times. Conduct daily, weekly, quarterly and annual maintenance on Analyzer as required. Process urine specimens including collection, testing sample and running confirmation tests as needed; administer breathalyzer as needed. Provide visual observation of urine specimen collection for Probation and Specialty Court participants of the same-sex. Oversee drug testing and PPE supplies and inventory; assist with ordering as needed. Maintain clean and safe laboratory environment. Utilize DIMS data management system to manage Probation and Specialty Court participant information, order drug tests and approve test results. Enter information into data management system and maintain record accuracy. Follow and adhere to all drug testing best practices and assist Probation and Specialty Staff in coordination of random drug testing program. Assist Probation and Specialty Court staff with data entry of drug test results into the Court case management database as needed. Utilizes computer software applications such as word processing, database and spreadsheet as well as Siemens Pro-E Software, DIMS, and IMDS Plus. May be responsible for other duties as assigned. Knowledge of best practices related to drug testing, specimen handling and specimen processing; experience with testing lab operations or management; ability to proactively identify deficiencies in client samples and provide guidance to the appropriate entity or team member; demonstrate a high level of attention to detail; follow oral and written instructions; demonstrate professionalism and comfort in working closely with inmates and/or individuals on probation; effectively confront and resolve controversial issues and situations; deal effectively and courteously with associates, clients and the general public; demonstrates effective interpersonal skills as applied to interactions with co-workers, supervisor, clients and the general public; present an overall professional image, model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team; utilize necessary computer software applications; ability to communicate information concisely, clearly and accurately, both verbally and in writing. **REQUIRES** an accredited Bachelor’s degree in social science, corrections, administration of justice or a related field OR an equivalent combination of qualifying education and experience. **Preference given to those individuals with prior lab, drug testing, probation or court experience.**

Legal Investigator (Job Opening ID #514852)	\$19.34-\$33.88/hour	April 11, 2022
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(Neighborhood & Community Services Dept./Regulated Industries Div./6356 Woodland Avenue)
Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m., nights and weekends as needed. Performs a variety of tasks which include processing applications for various types of licenses and permits as well as conducting inspections and investigations at those regulated businesses. Regulated Industries Division works through eight chapters of the ordinance which encompasses twelve different regulated industries. Conducts inspections and investigations of liquor licensed businesses such as the arenas and stadiums, concert and special event venues, variety and convenience stores, and taverns throughout the city including those

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Legal Investigator-514852 (cont.)

located in entertainment districts such as Zona Rosa, Martini Corner, the Power & Light District and Westport. Conducts a variety of other types of inspections and covert investigations which include minor compliance inspections for the illegal sale of tobacco and alcohol, vehicle for hire inspections throughout KCMO to include the arenas, stadiums and entertainment and shopping districts throughout the city, adult entertainment and adult book store businesses, secondary metal recycling businesses, short term loan establishments, cigarette dealers and businesses that sell new or used tires. Performs daytime inspections and works a rotating night shift so that inspections and investigations during the days and times when businesses are operating at their highest level. **REQUIRES** an accredited Bachelor's degree in public or business administration, criminal justice, liberal arts or one of the social sciences and 1 year of experience in the legal field, or criminal, civil, or claims investigation work, or legal research, data gathering, and/or case management; OR an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

Municipal Court Bailiff (Job Opening ID #514900)	\$15.79-\$23.16/hour	April 11, 2022
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(Municipal Court/Court Support Division/511 East 11th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Assists municipal judges and other court personnel in handling cases involving violations of municipal ordinances and in the performance of routine clerical work in the court. Guards prisoners and defendants during their appearance in court, the opening and closing of each court and assisting as requested with the preparation of records and dockets for use in court hearings and rendering general assistance to municipal judges and other court personnel. Calls court to order, maintains order while court is in session and closes court sessions. Supervises and has full custody of prisoners and defendants during their appearance in court. Makes arrests as an officer of the court under instructions of a municipal judge. Supervises and ensures the safety and wellbeing of prisoners taken into custody. Transfers prisoners from Police to court and to Municipal Corrections custody when required. Assists a municipal judge in preparing for court sessions and in the orderly processing of cases during court sessions. Serves summons, subpoenas, writs of attachment, executions, warrants, surrender papers and other court instruments as necessary. Summons defendants and prisoners as their cases are called. Notes the court action on the various documents. Performs related duties as required. **REQUIRES** high school graduation and 3 years of experience in work involving responsible contact with the public. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the city. Must be eligible to become a special police officer with the KCMO Police Department.

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Neighborhood Development Specialist (Job Opening ID #514844)	\$18.24-\$29.44/hour	April 11, 2022
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(Neighborhoods & Community Services Department/414 East 12th Street)
 Full-time position available. Normal Work Days/Hours: Monday-Friday. 8:00 a.m.-5:00 p.m.
 Supervises staff in their analysis of physical, economic and social development data, needs and options and staff involvement with neighborhood groups. Interprets program policies and procedures and evaluates staff performance in relation to the program. Assigns and assists staff in specific planning or development tasks. Assists in the writing of proposals and grant applications. Assigns and performs research and technical analysis of more complex projects and presents reports and recommendations at public meetings. Discusses and advises staff on problems concerning objectives, methodology, options and results of assigned projects. Assists in planning division operations and future program directions. Evaluates program in relation to the needs of the neighborhoods it serves. Performs related duties as required. **REQUIRES** an accredited Bachelor’s degree in community development, multi-disciplinary social science or urban services, or public administration; and 2 years of professional experience in community or neighborhood development work; OR an accredited Master’s degree in one of the fields listed above, and 1 year of professional experience in community or neighborhood development work. **Preference given to applicants with experience with grant administration and contract administration.**

NHS Senior Program Specialist (Job Opening ID #514843)	\$4,230-\$7,534/month	April 11, 2022
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(Neighborhood & Community Services/Community Services Division/414 East 12th Street)
 Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.
 Supervises, directs, and coordinates the department’s housing and community development, neighborhood preservation and neighborhood services programs. Supervises staff involvement with community groups which have a major interest in developing and implementing various programs designed to preserve the livability of neighborhoods. Directs daily fiscal operations and funding allocation of assigned programs or funds; ensures fiscal operations are in compliance with funding agency guidelines. Develops, design and implement financial assistance programs for housing. Assists in the development and implementation of divisional and program policies and goals. Serves on, or supervises subordinate staff involvement in, multi-discipline teams assigned specific housing and community development, neighborhood preservation and neighborhood services tasks. Advises subordinate personnel in solving difficult assignments, reviewing objectives, methodology and results of assigned projects. Assists in preparing and reviewing requests of the departmental budget, interviewing prospective employees, training new employees, and in establishing departmental policies. Performs independent analysis, program development and research, making recommendations and preparing corresponding staff reports and presents at public meetings. Performs related duties as required. **REQUIRES** an accredited Bachelor’s degree in public or business administration, or a related field and 5 (OR an accredited Master’s degree in the mentioned fields and 3) years of related progressively responsible professional experience in

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NHS Senior Program Specialist-514843 (cont.)

housing and community development, neighborhood preservation or neighborhood services, including 2 years at the level of the NHS Program Specialist. **Preference given to applicants with knowledge of principles and practices of contract development, administration, management, grant development administration, and management. Knowledge of municipal arts funding, administration, management principles and practices. Ability to work with not-for-profits, neighborhood groups, and potential donors. Preferred Bachelor’s Degree in Art, Art Management, Business Administration, Public Administration or related field.**

Senior Analyst (Job Opening ID #514825)	\$4,945-\$8,833/month	April 11, 2022
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(Finance Department/Office of Management & Budget/414 East 12th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Assists in the preparation and publication of the annual budget. Leads major projects such as revenue forecasting, quarterly analysis, citywide salary projections, citywide transfers, managing City’s personnel budget, and annual budget production. Provides training on ordinance, fiscal note and fact sheet development, etc. Performs quarterly reviews of expenditures and revenue. Provides fiscal and budget support to assigned City Departments. Collects and analyzes data and other information to evaluate efficiency and effectiveness of departmental programs, activities and procedures. Responds to requests for information and for research from the City Manager, Mayor/City Council as well as from assigned Departments. Develops, writes and edits City policies and procedures. Assists with reviewing project proposals and planning projects to determine objectives, establishing work plans, time frames, funding limitations and staffing requirements. Reviews ordinance requests from assigned Departments for accuracy and for funding availability. Reviews Position Review Committee (PRC) requests from assigned departments for funding availability. Performs other duties as assigned. **REQUIRES** an accredited Master's degree in public or business administration, urban or regional planning, economics, accounting, finance or a related field and 3 (OR an accredited Bachelor's degree in the listed fields and 5) years of progressively responsible, professional experience in public or business administration, corporate or municipal finance, budget, research, accounting or a related field, including 2 years of experience at the City’s Analyst level.

Senior Chemist (Job Opening ID #514810)	\$3,957-\$6,769/month	April 11, 2022
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(Health Department/Communicable Disease Prevention Division/2400 Troost)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. **As a condition of employment with the City of KCMO Health Department, all new employees will be required to submit or provide documentation of receiving an influenza (Flu) Vaccination.** Functions as the CLIA Lab Director over the Health Department’s small, moderately-complex laboratory within the Division of Communicable Disease Prevention and Public Health Preparedness (CDP/PHP). Coordinates with the Clinical and Laboratory Manager to plan how

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Senior Chemist-514810 (cont.)

clinic and laboratory services are delivered and contributes to the process of strategic planning, influencing and responding to the Department’s organizational vision and priorities while conforming to changes in healthcare laws, regulation and technology. Directly supervises laboratory personnel and works closely with all clinic personnel to ensure smooth operation and high-quality service within each clinical area. Directs and participates in the development, interpretation, evaluation and recommendation of policies, procedures, rules, regulations and guidelines for the effective operation and sustainability of the laboratory. Candidates must meet current CLIA requirements to direct a moderately complex laboratory. **REQUIRES** an accredited Bachelor’s degree in Chemistry, Biology, Microbiology, Environmental Sciences or related sciences and 3 years progressively responsible experience at the level of the City's Chemist. **Previous supervision in a laboratory setting and public health experience is preferred.**

**Senior Recreation Director
(Job Opening ID #514849)**

\$21.88-\$35.31/hour

April 11, 2022

(Parks & Recreation Department/Lakeside Nature Center/4701 East Gregory Boulevard)
Full-time position available. Normal Work Days/Hours: Tuesday-Saturday, 7:00 a.m.-4:00 p.m. Develops and delivers conservation and environmental educational programming. Utilizes strong knowledge of Missouri plant and wildlife species. Coordinates and schedules programs for the center. Guides and participates in Habitat Nature Hikes. Assists in the training and care of education and animal ambassadors, under the guidance of the Center Director. Participates in the care of injured and/or orphaned native Missouri wildlife. Assists center Director with administration duties as needed. Serves as first line Point of Contact when Center Director is absent, and performs related duties as required. Works with a wide range of volunteers and organizations that assist with educational programming. Must be able to adapt to an ever-changing work environment. Uses strong customer service skills. Knowledge of animal husbandry for care and welfare of the center education and animal ambassadors and native wildlife is a plus, as well as a firm understanding of basic computer programs, e.g., Microsoft office suite, Outlook, etc. **REQUIRES** an accredited Bachelor's degree in recreation, physical education, public administration or other area of specialization and one 1 year professional experience of a progressively responsible nature in organized recreation activities at the level of the City's Recreation Director; OR an equivalent combination of qualifying education and experience. Must pass a preemployment drug screen as prescribed by the City.

**Supervisor of Recreation
(Job Opening ID #514851)**

\$3,957-\$6,769/month

April 11, 2022

(Parks & Recreation Department/Hillcrest Community Center/10401 Hillcrest Road)
Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Supervises a small staff of recreation professionals. Plans, organizes, develops and coordinates assigned games and sports, outdoor recreation, natural science, senior and other recreation programs. Monitors and ensures the center meets its revenue, participation, and customer

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Supervisor of Recreation-514851 (cont.)

satisfaction goals. Uses independent judgment in the development, promotion, coordination and administration of program assignments within administrative and policy directives and available funds for program operations. **REQUIRES** an accredited Bachelor's degree in recreation, physical education, public administration or other area of specialization and 2 years professional experience of a progressively responsible nature in organized recreation activities, including 1 year at the level of the City's Senior Recreation Director; OR an equivalent combination of qualifying education and experience. Must pass a preemployment drug screen as prescribed by the City.

Administrative Officer (Job Opening ID #514795)	\$4,065-\$6,769/month	April 18, 2022
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(Public Works Department/Solid Waste Division/5300 Municipal Avenue)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Serves as mid level management, reporting directly to the division manager. Oversees the division's accounting, budgeting, personnel, contractual and clerical activities. Prepares and presents documents and reports to staff, senior management and elected officials. Maintains knowledge of the principles, practices and methods of modern municipal solid waste management. **REQUIRES** an accredited Bachelor's degree and 3 years of progressively responsible, professional experience in business or public sector administration, with at least 2 years at the level of the City's Senior Administrative Assistant; OR an equivalent combination of qualifying education and experience, with at least 3 years at the level of the City's Senior Administrative Assistant.

Administrative Officer (Job Opening ID #514926)	\$4,065-\$6,769/month	April 18, 2022
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(General Services Department/Fleet Services Division/5300 Municipal Avenue)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Deals with all aspects related to the physical needs of the Fleet Operation. Manages the parts supply relationship, payment, billing and finance (approximately \$5M annually). Assures 23-fuel sites remain operational at all times and compiles reporting associated with monthly billing, interacting with the accounting department. Provides for the daily shop operation logistics. Researches and requisitions shop related fixed tooling and fixtures impacting 4-different garages across 2-shifts with approximately 60 mechanics. Manages divisional mobile asset purchases. **REQUIRES** an accredited Bachelor's degree and 3 years of progressively responsible, professional experience in business or public sector administration, with at least 2 years at the level of the City's Senior Administrative Assistant; OR an equivalent combination of qualifying education and experience, with at least 3 years at the level of the City's Senior Administrative Assistant. **Preference given to candidates with knowledge of: automotive mechanical and electrical systems, typical associated repairs and components and commodities used in those repairs and required parts inventory-levels to service 4-shops; equipment and electronic devices associated with Fuelmaster wireless fuel dispensing systems; Asset Works M5 fleet software, its major functions and ability to derive operational reporting from the system; and experience**

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Administrative Officer-514926 (cont.)

working in terminal emulation software to manipulate user access on remote fueling devices and fixed-shop operations and equipment, its usage, repair and replacement cycles and basic knowledge of where/how to source repair or replacement of such equipment.

Development Data Analyst	\$19.34-\$33.88/hour	April 18, 2022
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(Development Data Specialist)

(Development Specialist I)

(Job Opening ID #514798)

(City Planning & Development Dep./Long Range Planning and Preservation 414 East 12th Street)

(City Planning & Development Dep./Development Management Division/414 East 12th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.

Long Range Planning: Focuses on data development and maintenance, GIS analysis, map production, and report generation. Provides knowledge in current technology (such as Microsoft products, ArcGIS Desktop, ArcGIS Online, Adobe Suite) to provide data summaries, professional graphics, and trend analysis/forecasts by applying appropriate tools within a short timeframe and deadline. Analyzes spatial data using mapping software to identify patterns and trends through spatial mapping of data. Designs digital, static, and interactive maps with geographic data and other data sources. Develops mapping applications and tools to aid in information distribution and decision making. Produce reports on geographic data utilizing data visualizations. Utilizes ArcGIS Desktop, ArcGIS Pro, or ArcGIS Online in data visualization. Develops sustainable systems of collecting and managing data points related to permitting, US Census, employment, transportation, land use and various data sets. Delivers training and technical support to end-users. Performs related duties as required. **Development Management:** Provides routine technical support for the division, including mapping of, collecting, and maintaining data about development projects throughout the city using GIS and other software programs. Maintains public-facing maps and websites including the city’s Development Tracker and their integration with other websites and software programs. Develops recommendations for program procedures, changes, modification of technical requirements and applications for programs' execution. Performs spatial and data analysis of development projects and prepares reports resulting from the analysis to the division manager. Performs multi-discipline planning or development tasks as assigned. Creates and maintains a library of graphics and other visual imagery used to convey the division’s procedures and policies to the public. **REQUIRES** an accredited Bachelor’s degree and 2 years of professional experience of a progressively responsible nature in economic or community development work, planning, building codes administration, engineering, architecture, neighborhood development programs or a related field; OR an accredited Master's degree in economics, sociology, multi-disciplinary social science or urban affairs, urban planning, public or business administration, engineering, architecture or a related field; OR an equivalent combination of qualifying education and experience. **For Long Range Planning: Preference given to candidates who possess experience and knowledge GIS systems. For Development**

EXTERNAL RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Development Data Analyst-514798 (cont.)

Management: Preference given to applicants with experience utilizing Geographic Information Systems software including ArcGIS, graphic imagery software such as Adobe products, and graphic design software.

Event Sales & Wedding Coordinator (Senior Administrative Assistant) \$19.34-\$33.88/hour **April 18, 2022**
(Job Opening ID #514888)

(Convention & Entertainment Department/Facilities Division/301 West 13th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Assist Sales Directors with special projects, office workflow and correspondence specializing in the bridal market. Handles inquiries, tours, bookings and working with clients in coordination and event management. **REQUIRES** an accredited Bachelor's degree in public administration, business administration, liberal arts or a related field and at least 3 years progressively professional experience in governmental administration or in private sector administration at the level of the City's Administrative Assistant; OR an equivalent combination of qualifying education and experience. **Preference given for event or Wedding Coordinator experience at a Convention Center, Event Center, Arena, Music Hall, Amphitheater or Stadium. Basic understanding of Ungerboeck or open to new software programs.**

Public Information Officer (Administrative Officer) \$4,065-\$6,769/month **April 18, 2022**
(Job Opening ID #514891)

(Office of the City Manager/City Communications Division/414 East 12th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m., some evening & weekends required. Performs as the primary content creator for communications for one or more departments which includes media relations duties such as drafting news releases, arranging or conducting media interviews, as well as producing social media content and managing social media accounts. Ensures that the communications need of assigned departments are fulfilled by the City Communications Office. Develops and implements a communications strategy for assigned departments that supports the overall city communications strategy, as well as highlighting the work of multiple divisions and programs throughout the department(s). Writes and copy edits news releases, magazine articles and other communications. Writes and posts website content and social media posts. Develops and implements a social media strategy, in alignment with the overall city strategy. Assists with media relations, including serving as a spokesperson both in print and on-camera. Coordinates special events such as news conferences and public hearings. Creates promotional materials for City events. Performs basic photo and video shooting and editing (in-phone and/or desktop). Creates social media graphics. Performs work on multiple high-profile projects. Performs other duties as assigned **REQUIRES** an accredited Bachelor's degree and 3 years of progressively responsible, professional experience in business or public sector administration, with at least 2 years at the level of the City's Senior Administrative Assistant;

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Public Information Officer (Administrative Officer)-514891 (cont.)

OR an equivalent combination of qualifying education and experience, with at least 3 years at the level of the City’s Senior Administrative Assistant. **Preference given for a Bachelor’s degree in Journalism, English, Communications or similar field, and 3 years of experience in a writing position in news media, public relations, government or a related field. Experience with Microsoft Word, Excel, PowerPoint, and virtual meeting platforms. Bilingual in English/Spanish.**

Senior Accountant (Job Opening ID #514796)	\$4,230-\$7,534/month	April 18, 2022
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(Public Works Department/Administration Division/414 East 12th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Reconciles all travel related functions in a timely manner, handle accounts receivable functions, tasks and reporting. Collaborates with the Finance Department to correctly set up projects and proper storage of time sheets. Reviews invoices in a timely manner, ensure accurate and timely Energov deposits, completes billing for Water, Spire and other entities. Tracks and updates grant processes and system. **REQUIRES** an accredited Bachelor's degree in accounting, business administration, or a related subject area and 5 years professional experience in governmental or business accounting, including 2 years of intermediate professional accounting at the level of the City’s Accountant II; OR an equivalent combination of qualifying education and experience.

Senior Equipment Operator (Job Opening ID #514902)	\$16.05-\$24.31/hour	April 18, 2022
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(Public Works Department/Operations/Markings Division/5310 Municipal Avenue)

Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 7:30 a.m.-4:00 p.m. Operates a heavy paint machine in striping and painting center lines on streets; adjusts and repairs paint equipment to properly line streets with paint and reflective beads. Makes routine field adjustments and repairs to equipment; assists mechanics in the maintenance and major repair of equipment. Conducts safety inspections of equipment. Maintain and complete accurate records and logs. Provides support for employees of lesser skills in the accomplishment of their tasks. May be called upon to provide training for lesser skilled employees. **REQUIRES** 4 years of increasingly responsible experience in the operation of heavy and complex construction and maintenance equipment, including 1 year at the level of the City’s Equipment Operator. Must possess a valid State-issued driver’s license in accordance with the City of KCMO policies. May be required to possess a valid MO Class A, B, or C CDL prior to the end of the employee’s probationary period as determined by the department. Must pass a pre-employment drug screen and post offer physical examination as prescribed by the City.

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Administrative Assistant (Job Opening ID #514933)	\$16.05-\$24.31/hour	April 25, 2022
<p>(Health Department/HIV Services Division/2400 Troost)</p> <p>Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; nights and weekends as needed. As a condition of employment with the City of KCMO Health Department, all new employees will be required to submit or provide documentation of receiving an influenza (Flu) Vaccination. Provides support to the Kansas City Health Department's HIV Services Fee for Service program. The Fee for Service program provides reimbursement for Outpatient Ambulatory and Oral Health services for persons living with HIV. Position reviews consumer eligibility for support services; reviews and approves Oral Health and Outpatient Ambulatory Fee for Service referrals; medical claims adjustments; and entering encounters for services in the client database. Assist with data entry and other forms of clerical documentation to track Fee for Service claims and payments including preparation of invoices and maintaining and updating tracking spreadsheets. Works closely with and provide technical assistance to regional sub-recipient oral health and medical providers to ensure claims are processed and invoiced in a timely manner. Aid and help facilitate investigation and documentation of exception requests for claims outside the scope of services defined by the Standards of Care. Responsible for updating the fee schedule for Oral Health and Outpatient Ambulatory Health Services annually and the HIV Services sub-recipient and Provider list quarterly. Maintains filing system that meets City, state, and federal requirements for document retention. Answers calls and greet consumers for the HIV Services Suite. Position will report directly to the Fee for Service and Contracts Manager and will support the contracting process and other programs within HIV Services through other duties as assigned. REQUIRES high school graduation and 3 years of increasingly responsible secretarial and/or clerical experience; OR an equivalent combination of qualifying education and experience. Preference for knowledge and experience with medical coding and billing.</p>		
Assistant to the Director (Admin Services)	\$4,945-\$8,833/month	April 25, 2022
<p>(Job Opening ID #514944)</p> <p>(General Services Department/Administrative Division/414 East 12th Street)</p> <p>Full-time position available. Normal Work Days/Hours: Monday-Friday; 8:00 a.m.-5:00 p.m. Reports directly to the Director and works closely with the Human Resources Department. Manages HR functions for the Department. Provides advice to supervisors, managers and employees regarding information on the City's Human Resources Rules and Policies, Ordinances, Administrative Regulations and procedures. Performs grievance hearings and writing responses to Local 500 Representatives and the employee management representatives. Provides up-to-date accurate information related to recruitment processes and procedures. Prepares all new hire paperwork, background checks, etc. Assists with HR or manages department job fairs when needed. REQUIRES an accredited Bachelor's degree in engineering, business or public</p>		

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Assistant to the Director (Admin Services)-514944 (cont.)

administration or other appropriate disciplines and 7 years of experience in a variety of programs requiring specialized technical/professional experience, including 3 years of progressively responsible administrative and supervisory experience; OR an equivalent combination of qualifying education and experience, with at least three 3 years of progressively responsible administrative and supervisory experience at the level of Administrative Officer.

Engineer Section Head

\$4,945-\$8,833/month

April 25, 2022

(Job Opening ID #514723)

(Public Works Department/Capital Projects Division/5310 Municipal Avenue)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Oversees the Transportation Planning Section including assignment of work and completing performance evaluations for your staff. Represents Public Works by attending City Plan Commission (CPC), Development Review Committee (DRC), and Development Assistance Team (DAT) meetings. Attends pre-application meetings for proposed developments on behalf of Public Works. Determines when required and reviews submitted Traffic Impact Studies for the various proposed developments. Completes reviews for proposed developments for Public Works. Assists in the coordination of turning movement and automated count data collection. Oversees and assists with the development of the City traffic model, as required. Works with other departments and staff to provide data and plan review, as required. Coordinates with MODOT related to proposed development requirements and Traffic Impact Study scopes of work. Prepares annual crash analysis reports and other reports as required. **REQUIRES** 4 years of progressively responsible experience as a Registered Engineer. Within 6 months of hire date, must be registered as a Professional Engineer with MO Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects. Must pass a pre-employment drug screen as prescribed by the City. **Preference given to applicants registered as a Professional Traffic Operations Engineer (PTOE).**

Financial Manager

\$5,719-\$10,262/month

April 25, 2022

(Job Opening ID #514893)

(Finance Department/Accounts Division/414 East 12th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Monitors and modifies the city's existing comprehensive grant compliance program, and the city's grant training program as necessary to meet the compliance and financial reporting requirements of the city's grants. Reviews and modifies as needed, the standard operating procedures for recording grant financial and budgetary transactions in the city's financial system. Reviews departmental grant applications prior to submittal to assist with identifying the required compliance and reporting tasks associated with the grant application. Reviews ordinances authorizing the submittal of the grant application and establishing the revenue estimates and appropriations. Monitors and reviews the financial and compliance reports provided to the granting agencies. Reviews and tests departmental grant expenditures for grant eligibility and compliance. Develops

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Financial Manager-514893 (cont.)

and implements procedures to review and monitor the financial and budgetary records of potential grant sub-recipients. Assists with the review of departmental transactions, documents and reports required for the single audit in accordance with the A-133 and federal agency monitoring reviews. Monitors and reviews grant program income and matching funds. Supervises and manages the city's financial system's grant, project, accounts receivable, cash and investments, security and general ledger modules. Performs additional duties as assigned. **REQUIRES** an accredited Bachelor's degree in accounting, finance, business administration, or a related subject area; and 6 (OR an accredited Master's degree in the mentioned fields and 4) years professional experience of a progressively responsible nature in corporate or municipal finance including but not limited to accounting, banking, billing and collections, debt and investment portfolio management, financial reporting, development review, and projecting and monitoring tax and fee activities, including 2 years' experience in a supervisory capacity.

Lead Planner

\$4,230-\$7,534/month

April 25, 2022**(Job Opening ID #514838)**

(City Planning & Development Dept./Development Management Division/414 East 12th Street)
Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Leads a multi-disciplinary team in evaluating and analyzing complex and contentious development proposals and prepares and presents reports on such proposals to appointed and elected boards and commissions. Provides prompt and courteous customer service to the general public, developers, elected officials, appointed officials and large array of professional disciplines related to development and land use. Interprets and applies City policy and regulations, including the zoning and development code. Supervises 3 direct reports in addition to acting as a project manager on complex and contentious development projects across the city. **REQUIRES** an accredited Master's degree in planning and 2 years of professional experience in city, regional, or urban planning work; OR an accredited Bachelor's degree in one of the social sciences, engineering, city planning, landscape architecture or architecture and 4 years of professional experience in city, regional, or urban planning work including 2 years at the level of the City's Planner. **Preference given to candidates with supervisory experience, documented leadership skills, and project management expertise.**

NHS Program Specialist

\$19.34-\$33.88/hour

April 25, 2022**(Job Opening ID #514929)**

(Housing & Community Development Department/Land Bank Division/4400 MLK Boulevard)
Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Conducts intakes and assesses dangerousness or ability to be repaired of properties acquired from tax sale. If repairable, estimates the cost to repair. Inspects properties to assess the conditions on occasion (like when there is a fire). Responds to complaints about mowing, boarding, dangerous trees. Assesses whether a property should be taken as a donation. Fields internal and external complaints about the condition of Land Bank and Homesteading properties. Investigates and

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NHS Program Specialist-514929 (cont.)

determines a course of action. Handles customer service inquiries about Land Bank and Homesteading properties. Sets up showings and tours through the properties. Acts as NHSD's "salespeople" to a certain extent and serves as the face of the Land Bank to our customers. Conducts compliance inspections on sold properties to ensure customers are making repairs they have promised to do within the designate time frame. **REQUIRES** an accredited Bachelor's degree in public or business administration or a related field and 3 (OR an accredited Master's degree in one of the listed fields and 1) year of related professional experience in housing and community development, neighborhood preservation or neighborhood services; OR an equivalent combination of qualifying education and experience.

Planner **April 25, 2022**
\$19.82-\$33.88/hour

(Job Opening ID #514912)

(City Planning & Development Department/Long Range Planning Division/414 East 12th Street)
 (City Planning & Development Dept./Development Management Division/414 East 12th Street)
 Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. **Long Range Planning:** Prepares long range plans related to land use, transportation, urban design and development for the city. Works with elected officials, development community, local neighborhood groups, civic organizations and residents to prepare data, reports and land use plans of a comprehensive and complex character. **Development Management:** Evaluates and analyzes development proposals and prepares and presents reports on such proposals to appointed and elected boards and commissions. Provides prompt and courteous customer service to the general public, developers, elected officials, appointed officials and large array of professional disciplines related to development and land use. Interprets and applies City policy and regulation, including the zoning and development code. Participates in special projects as assigned. Provides technical support to the division using geographic information systems and similar programs. Utilizes excellent written and verbal communication skills. **REQUIRES** an accredited Bachelor's degree in geography, land surveying, engineering, planning, urban studies, landscape architecture or architecture; OR an equivalent combination of qualifying education and experience in one or more of the above disciplines. **Conditionally accepting Spring Graduates May/June 2022. For Development Management, preference given to candidates with internship experience in a municipal planning agency.**

Public Health Specialist IV **April 25, 2022**
\$4,848-\$7,534/month

(Housing Manager)

(Quality and Data Manager)

(Job Opening ID #514930)

(Health Department/HIV Services Division/2400 Troost)
 Two full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 As a condition of employment with the City of KCMO Health Department, all new employees will be required to submit or provide documentation of receiving an influenza (Flu)

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Public Health Specialist IV-514930 (cont.)

Vaccination. Housing Manager: Oversees the operations of the local HIV Housing system. Provides support and oversight for housing providers. Ensures adherence to program guidelines, policies, and procedures. Provides information and educational opportunities for housing case managers and support staff. Provides support through case conferencing and ensures quality housing services are provided to persons living with HIV (PLWH) in the Kansas City region. Secures and maintains funding from various federal grants and coordinates program services for PLWH including Permanent Supportive Housing Vouchers, Transitional Housing, Short-Term Rent Mortgage and Utility Assistance, Short-Term Housing (Gap Lodging), Employment Services, Permanent Housing Placement, and Resource Identification. Acts as a community liaison to collaborate with other state and local housing organizations and committees to ensure integration of services, linkage to care, continuity of care, and public health considerations and HIV Health Outcomes are represented. KCHD HIV Services embraces a housing first model that seeks to first meet basic housing needs to then empower consumers in their HIV treatment and health. Supervises 3 Public Health Specialist II positions and utilizes independent decision-making.

Quality and Data Manager: Oversees all quality improvement and quality management operations. Coordinates major data requests and reporting related to Ryan White, HOPWA, HIV Prevention, Ending the HIV Epidemic, Shelter + Care and other HIV service related grants. Meets all HIV Prevention and Care grant reporting requirements and ensures programs managed by the division are effective, efficient, and equitable. Provides oversight and guidance to designated subrecipient staff assigned to quality improvement activities. Establishes and monitors performance measurement for all applicable services and programs within the HIV Services Division. Monitors subrecipient quality management reporting, provision of quality improvement trainings and technical assistance to KCHD, HIV Services, and subrecipient staff. Develops measures and tools for conducting quality assurance reviews. Implements and oversees quality improvement interventions. Serves on state and local advisory groups, including participation with the KC-TGA Integrated Prevention and Care Planning Council and the Assessment and Comprehensive Plan subcommittee. Provides data required for grant submissions. Coordinates data sharing and aggregation with local and state surveillance offices as needed for grant progress reports and clinical quality management. Evaluates systems to streamline and make reporting and data collection more efficient. Provides year end reporting of service utilization and performance measures. Identifies health disparities related to client health outcomes. **REQUIRES** an accredited Bachelor’s degree and 6 (OR an accredited Master’s degree and 4) years of responsible health related experience in the fields of public health with the federal, state or local government or in the private health sector, including 1 year at a level comparable to the City's Public Health Specialist III; OR a doctorate in veterinary science, health education or public health or Doctor of Medicine (M. D.) and 1 year of experience at a level comparable to the City's Public Health Specialist III; OR an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

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Senior Administrative Assistant (Job Opening ID #514934)	\$19.34-\$33.88/hour	April 25, 2022
<p>(Health Department/Community Health Improvement Plan (KC-CHIP) Division/2400 Troost) Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; nights and weekends as needed. As a condition of employment with the City of KCMO Health Department, all new employees will be required to submit or provide documentation of receiving an influenza (Flu) Vaccination. Oversees all aspects of the Community Health Improvement Plan (KC-CHIP) implementation for Kansas City, Missouri. Plans, develops, organizes, and facilitates community-based coalitions and meetings with stakeholders from local agencies, private businesses, and community organizations. Develops and implements timelines and master planning schedules for CHIP implementation. Designs/develops public health education programs related to the program area, consistent with the CHIP and specific grant objectives. Analyzes local and regional data to identify gaps and assess concerns within the community. Uses data and evidence-based guidelines, as appropriate, to provide recommendations, with particular attention to reducing disparities and improving health equity. Facilitates and implements departmental assessment and planning processes utilizing methodologies that are aligned with CHIP recommendations, as identified by the CHIP committee. Identifies potential plans/policies for opportunities for public health impact on issues relating to the built environment, as they relate to the CHIP. Coordinates training programs to build planning, policy development and environmental health outcomes awareness, as aligned with the CHIP. Oversees CHIP coordinators for each CHIP issue area. Works collaboratively with the CHIP Committee and Health Commission. Provides monthly reports to the KCMO Health Commission. REQUIRES an accredited Bachelor's degree in public administration, business administration, liberal arts or a related field and at least 3 years progressively professional experience in governmental administration or in private sector administration at the level of the City's Administrative Assistant; OR an equivalent combination of qualifying education and experience. Preference for experience with policy development/implementation, process/systems modification/implementation, and successful collaboration with person's in leadership, and strong communication skills.</p>		
Senior Engineering Technician (Job Opening ID #514896)	\$21.88-\$35.31/hour	April 25, 2022
<p>(Parks & Recreation Department/Planning & Design Services Division/4600 East 63rd Street) Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Assists with extensive liaison and coordinating activities with other governmental agencies, city departments, and staffs. Assignments are received in both oral and written form and may involve several projects and permits simultaneously. Maintains extensive discretion and judgment are expected to be exercised by employees of this class in the planning and scheduling of work. Work is performed under the supervision of a technical superior and is inspected while in process and upon completion by conferences and submitted reports, to ensure adherence to departmental standards. Provides construction inspections for various Park's projects as assigned. Provides</p>		

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Senior Engineering Technician-514896 (cont.)

technical assistance to internal and external customers regarding construction and permits. Performs other duties as assigned. **REQUIRES** high school graduation and 9 years of related and increasingly responsible experience in engineering drawing, mapping, automated mapping, geographical information systems (GIS) and equipment or computer aided drafting and design (CADD), engineering, land survey, construction inspection and related field; OR high school graduation and possession of the Level III Certification as Engineering Technician (ET) as issued by the National Institute for Certification in Engineering Technologies (NICET) or a Registered Land Surveyor's License as issued by the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects; OR an acceptable combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with the City of KCMO policies. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

Sustainability Communities Coordinator \$3,957-\$6,769/month
(Senior Environmental Officer)
(Job Opening ID #514894)

April 25, 2022

(Office of the City Manager/Office of Environmental Quality Division/414 East 12th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. evenings and weekends as needed. This is professional environmental work performed in the office and the field. Will act as a liaison between community members and the Office of Environmental Quality to ensure that Kansas City's Climate Protection and Resiliency Plan is implemented equitably with input and feedback from community organizations, residents and business entities with assistance from the Sustainability Manager. Designs, implements, and manages programs to assist the city with reaching greenhouse gas reduction goals community-wide, promoting environmental stewardship and empowering communities to make positive change towards a more sustainable city. Work assignments afford extensive opportunity for independent judgement in planning work, coordinating project teams, and making technical decisions. Work is reviewed by the Sustainability Manager through observation, conferences, and evaluation of written reports and plans for technical quality, effectiveness, and adherence to City policies and procedures. Supports the development of positive and lasting relationships between the Office of Environmental Quality and community organizations, homeowner's associations, businesses, and community advocates with a focus on organizations and residents that were historically underrepresented in sustainability policy and decision making. Provides technical outreach and education to community on City sustainability initiatives and climate policies and solicit feedback to create more robust and equitable policies and programs. Develops and implements programs and initiatives to support the community-focused strategies within the CPRP. Ensures that developed and implemented educational programs, special events, and communication materials actively diversify, establish, and strengthen community stakeholder partnerships. Assists with the identification of grant funding, writing, and administration for climate and sustainability related projects. **REQUIRES**

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Sustainability Communities Coordinator-514894 (cont.)

an accredited Bachelor's degree in an environmentally related field such as environmental science, and related physical and life sciences, environmental engineering, and related engineering specializations, environmental law and related legal specializations; environmental studies and related management and public administration specializations; and 2 years of experience as an environmental professional; OR an equivalent combination of qualifying education and experience. Must possess a valid State-issued driver's license in accordance with the City of KCMO policies. May be required to pass a preemployment drug screen. **Preference given to individuals with a Graduate degree in sustainability, environmental science, environmental management, urban planning, public administration, social sciences, communications, or other related areas. Four (4) or more years of professional experience in sustainability or climate action work, preferably in a local government or local grassroots organization. Grant and report writing experience that includes goals and measurable outcomes. Experience working and communicating with climate vulnerable communities and historically marginalized populations. Experience working in any of the following climate action areas: the energy sector, homes and buildings, natural systems, and/or mobility and transportation**

Building Codes Plan Reviewer

\$3,957-\$6,769/month

May 2, 2022**(Graduate Engineer)****(Job Opening ID #514941)**(City Planning & Development Department/Plans Review Division/414 East 12th Street)

Two full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Reviews plans, specifications and calculations for building code compliance and assist with the interpretation and application of adopted codes which include: Building, Electrical, Plumbing, Mechanical, and Fire Protection. Interacts with other divisions, both within and outside the department, in the facilitation of the plans review and permitting processes. Responds to code inquiries from Contractors, Designers, Homeowners, and other interested parties on the submittal and design of building plans, pertaining to the adopted codes and ordinances. Monitors work scheduling, on-time performance, and accuracy of work assignments. Performs computer data entry for plan review projects. Additional duties for one of the positions will include Special Inspections Field assignments. Must pass 4 trade plans examiner ICC certification exams within 27 months. **REQUIRES** an ABET accredited Bachelor's degree in any professionally recognized architectural/engineering discipline as required by the hiring authority. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **Conditionally accepting Spring Graduates May/June 2022.**

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EEO Investigator (Senior Human Resources Specialist) (Human Resources Specialist) (Job Opening ID #514909)	\$4,945-\$8,833/month \$21.88-\$35.31/hour	May 2, 2022
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(Human Resources Department/EEOC Administration Division/414 East 12th Street)
 Full-time position available. **Will be filled as Senior Human Resources Specialist OR Human Resources Specialist.** Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May require extended or weekend hours. Conducts investigations into internal EEO related complaints and allegations of Harassment/Discrimination/EEO Policy violations in accordance with City policy. Advises complainant (orally and in writing) of the City’s EEO complaint process where applicable. Interprets routine to semi-complex City/Department policies, employment laws, CBA provisions, etc. Submits written investigation findings to the Division Manager for review. Assists in developing/facilitating EEO related training for supervisors/employees. Develops data/metric reports. Utilizes excellent communication and interpersonal skills. Effectively facilitates discussions between individuals/groups with differing opinions and articulates decisions to all parties in a clear, concise manner. **Senior Human Resources Specialist REQUIRES** an accredited Bachelor's degree and 3 years of professional human resource experience in a business or public sector organization, including 2 years of experience at the level of the City’s Human Resources Specialist. Must possess a valid state-issued driver’s license in accordance with City of KCMO policies. **Human Resources Specialist REQUIRES** an accredited Bachelor’s degree and 1 year of professional human resource experience in a business or public sector organization. Must possess a valid state-issued driver’s license in accordance with City of KCMO policies. **Preference given for experience conducting EEO and/or internal employment investigations.**

Land Development Review Engineer (Graduate Engineer) (Job Opening ID #514940)	\$3,957-\$6,769/month	May 2, 2022
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(City Planning & Development Department/Land Development Division/414 East 12th Street)
 Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Performs reviews of public infrastructure, site disturbances, stormwater studies, and building plans to assure design stage conformance with City standards and codes. Coordinates with developers, engineers, contractors, and other City departments to achieve general compliance status for public and private development projects. Utilizes computer software programs to record and track information pertinent to plan review projects for which the individual has responsibility. Responsible for on-time performance and accuracy of own work. **REQUIRES** an ABET accredited Bachelor's degree in any professionally recognized architectural/engineering discipline as required by the hiring authority. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **Preference given for applicants with an accredited Bachelor’s degree in civil engineering. Conditionally accepting Spring Graduates May/June 2022.**

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Municipal Intern	\$15.23-\$18.88/hour	May 31, 2022
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(Therapeutic Recreation)

(Landscape Technician)

(Job Opening ID #514551)

(Parks & Recreation Dept./Community Services and Conservation Division/4600 East 63rd Street)

Two full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.

Therapeutic Recreation: Assists with the adaptive and inclusive programming within KC Parks including, but not limited to Special Olympics, Adaptive Archery, Fitness for All, Inclusive Summer Camp, Adaptive Swim Lessons. Perform accommodations and accommodation/behavior plans for KC Parks traditional programs. Introduces a new program to KC Parks Adaptive and Inclusive re-occurring programming that inclusion coordinator will continue when internship ends. Plans, implements and post evaluation of a special event put on by the intern pertaining to the adaptive and inclusive program. Job shadows someone from each Parks and Recreation division for a minimum of 1 day to gain a better understanding of how the department works together. Prior to shadowing, intern is required to read through KPIs for each division and the business plan to connect how day-to-day tasks lead to fulfilling the mission and vision of the department.

Landscape Technician: Learns about native landscaping and conservation practices while conducting a department-wide inventory of planted beds and their condition. Makes a full accounting of all planted beds in the park system. Assess their condition and suggest improvements where needed. Inputs bed locations, conditions, and tasks into Cartegraph. Assists with invasive species removal. Writes up a native landscape planting plan for a new native perennial bed. Shadows someone from each Parks and Recreation division for a minimum of 1 day to gain a better understanding of how the department works together. **REQUIRES** 60 credit hours completed from an accredited college or university. Must possess a valid State-issued driver’s license in accordance with the City of KCMO policies.

Correctional Officer	\$15.79-\$23.16/hour	June 10, 2022
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(Job Opening ID #514927)

(Municipal Court/Correctional Services Division/Location Varies)

Several full-time positions available. Normal Work Days/Hours: Varies. Provides for the custody, care and safety of prisoners in the custody of the City of Kansas City. Maintains security of the facility, enforcing rules and regulations, ensuring the safety and welfare of prisoners, maintaining discipline and supervising prisoners in daily work crew operations. Operates motor equipment to transport the prisoners as required between the Court and contracted detention centers, medical services and operating specialized equipment as needed. Assignments are reviewed by higher supervisors, they are expected to exercise considerable independent judgment in the performance of their duties. Maintains work area in a safe and organized manner. Works various posts and patrol assignments. Supervises residents in cells and on work crews. Patrols assigned areas to keep out unauthorized persons. Interacts with residents as a role model and may provide guidance in regard to resident's behavior and decision making. Prepares various reports such as incident reports.

EXTERNAL RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Correctional Officer-514927 (cont.)

Performs related duties as assigned. **REQUIRES** high school graduation. Must possess of a valid state issued driver’s license in accordance with City of KCMO policies. May be required to possess a valid MO Class A, B or C CDL prior to the end of the probationary period as determined by the department. Must be eligible to obtain a special police commission as issued by the KCMO Police Department. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

Recreation Leader (Job Opening ID #514759)	\$15.02/hour	June 30, 2022
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- (Parks & Recreation Department/Brush Creek Community Center/3801 Emanuel Cleaver Blvd)
- (Parks & Recreation Department/Hillcrest Community Center/10401 Hillcrest Road)
- (Parks & Recreation Dept./Gregg Klice Community Center/1600 John "Buck" O'Neil Way)
- (Parks & Recreation Dept./Line Creek Community Center/5940 Northwest Waukomis Drive)
- (Parks & Recreation Department/Tony Aguirre Community Center/200 West Pennway)
- (Parks & Recreation Department/Garrison Community Center/1124 East Fifth Street)
- (Parks & Recreation Dept./Kansas City North Community Center/3930 Northeast Antioch Road)
- (Parks & Recreation Department/Westport Community Center/3601 Roanoke Road)
- (Parks & Recreation Department/Southeast Community Center/4201 East 63rd Street)
- (Parks & Recreation Department/Marlborough Community Center/8200 Paseo Boulevard)

Several seasonal & part-time positions available. Normal Work Days/Hours: Work hour varies. Assists the Community Center staff with summer camps. Leads small group activities at resident or day camps, playgrounds, swimming pools, and other aquatic or athletic activities and program units, including athletics, arts and crafts, swimming, sports and games, reading programs and field trips. Assists in implementing youth, adult and senior programs, and facility management. Coordinates athletic, fitness and education programs in an assigned area. **REQUIRES** at least 16 years of age OR high school graduation. May be required to possess a valid state-issued driver’s license in accordance with City of KCMO policies. Must pass a pre-employment drug screen as prescribed by the City.

Deputy Director of Finance (Job Opening ID #514887)	\$6,368-\$12,363/month	July 5, 2022
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(Finance Department/Administration Division/414 East 12th Street)
 Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Oversees the operations of the Finance Department including accounting, revenue collection, treasury, and administration under the leadership of the Director. Assists in the planning, design, direction, and overall management of the Finance Department. Supervises the City Controller, City Treasurer, and Commissioner of Revenue and works closely with the Deputy Director for Budget and the Administrative Division. Performs the management of personnel, budget, recordkeeping, disaster recovery, and environmental issues. Serves as acting Department Head in the absence of the Director. Maintains the day-to-day functionality of the department, freeing the Director to

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Deputy Director of Finance-514887 (cont.)

perform the necessary strategic planning and policy development to guide the department. Prepares and administers the department’s operating budget. Advises and directs division managers on planning, operations, and performance management. Represents the department in a variety of internal, governmental, and public-facing roles including civic and professional organizations and in interactions with the Mayor and City Council. Develops internal and external communications and directives. Carries out the long-term vision and programs of the department. Collaborates with other departments to meet shared goals and objectives. **REQUIRES** an accredited Bachelor’s degree in business, finance, management, accounting or related field and 5 (OR an accredited Master’s degree in one of the previously listed fields and 3) years of experience in the capacity of a financial manager, accountant, or analyst. **Preference given to those applicants with professional certifications (CPA, CTP, CPFO, etc.)**

Assistant City Attorney (Job Opening ID #513768)	\$4,945-\$8,833/month	Open until filled
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(Law Department/Corporate Division/414 East 12th Street)
 Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Provides transactional legal services to all City departments, boards and commissions to facilitate the efficient delivery of City services to residents of Kansas City. Provides legal opinions to the City Council as well as to all City departments, boards and commissions. Reviews, drafts and approves contracts and related documents. Drafts all City ordinances and resolutions to be considered by the City Council. Advises City Departments regarding compliance with federal and state laws and regulations, as well as City ordinance provisions and regulations. Represents the City in hearings before boards and outside agencies on all City matters. Serves as second chair in complex corporate litigation as the subject matter expert. **REQUIRES** graduation from an accredited school of law. Must be admitted to the Missouri Bar Association within six months of appointment.

Chief Equity Officer Job Opening ID #513531)	\$6,368-\$12,363/month	Open until filled
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(Office of the City Manager/414 East 12th Street)
 Full-time position available. Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work evenings, weekends, holidays. **The rights and well-being of Kansas City citizens and employees are a priority of the City Council and with the creation of the Chief Equity Officer (CEO) role, we seek to marshal the necessary leaders and resources to advance social equity and reduce and ultimately eliminate disparities experienced by Kansas City’s most marginalized populations. Because the people of Kansas City have an interest in a system of government, rules, policies, practices and programs that are equitable and fairly EXTERNAL RECRUITMENT INFORMATION administered, the CEO will oversee the review of internal and external practices and programs to ensure diversity, equity and inclusion that ensures fair administration for City employees and citizens.** Supports city agencies and

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Chief Equity Officer-513531 (cont.)

departments in normalizing concepts of racial and social equity. Organizes staff to work together for transformational change. Operationalizes new practices, policies, and programs to drive greater equity. Ensures equitable policy-making, service delivery, and distribution of resources that account for the different histories, challenges and needs of the people we serve in Kansas City. Leads efforts to nurture and facilitate the development of citywide, multi-sectoral programming and policy to effect change in the city’s approach to diversity, equity and outreach strategies. Reports to the City Manager and leads efforts to create new policies that proactively implement programs and strategies to promote equity and equality within Kansas City’s internal structure and throughout the city, including regular collaboration with internal departments and the leadership of a task force established by the City Manager to ensure that the city is using innovative approaches to address race and equity both internally and citywide. Creates new policies to advance equity and equality and develop methods to advance equity in budgeting, contracting, community engagement and high priority service delivery. Develops communication and feedback mechanisms to equip city representatives to identify and address equity issues, processes, policies and legislation. Operationalizes an equity lens into city wide policy, programs, and budget decisions to advance and supports equitable service delivery to the community including:

- Providing leadership, guidance, and support to internal and external partners in the delivery of equity policy and programs; Developing and recommending performance indicators and
- progress benchmarks to ensure accountability and to achieve fair and equitable delivery of city services from city departments;
- Creation of a citywide equity action plan based on data driven analysis that encompasses equity tools and provides a blueprint of systems and structures for each department;
- In partnership with the city leaders and other key stakeholders, conducts an environmental scan of service delivery in the city to identify disparities and gaps in service and programs.
- Works collaboratively with all stakeholders to develop the Equity framework which includes:
- Assessment and data tools that help departments identify disparities in services and programs;
- Analytic tools that help identify disparities in resource allocation;
- Recruiting and developing equity champions within departments; and
- Conducting regular reviews of City practices and programs to ensure equity for employees and all citizens.

Leads a task force established by the City Manager with oversight from the City Council to review City practices and programs to ensure that they are equitable on their face and fairly administered. The task force shall include a diverse representation of City employees, including members of management, Local 500 of the Association of Federal, State, County and Municipal Employees (AFSCME), Local 42 and 3808 of the International Association of Fire Fighters, representatives from recognized Employee Resource Groups and community leaders. Collects, analyzes and presents data measuring equity program efforts and progress for monthly reporting by the City

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Chief Equity Officer-513531 (cont.)

Manager to the City Council. Utilizes relevant data resources to track and analyze diversity, equity and outreach strategies within the City. Meets with various citizen groups regarding problems of discrimination, equal employment opportunities within the City’s government and with the provision of housing and health services by the City to ensure equity and fair administration in the provision of those opportunities and services. Performs related duties as required. **REQUIRES** an accredited Bachelor’s degree in public administration, multicultural, equity or diversity studies or related field and at least 3 years of experience in diversity and equity work and experience overseeing diversity efforts in a mid-large size organization. **Preference given for an accredited Juris Doctor degree or an accredited Master’s degree in public administration, multicultural, equity or diversity studies or related field and at least 7 years of experience in diversity and equity work and experience overseeing diversity efforts in a mid-large size organization; 5-7 years of experience working with or in a public or governmental organization serving large complex urban environments, 5-7 years of experience and a working understanding of the effective methods of organizational and institutional change, and 5-7 years of experience in operationalizing diversity, equity and inclusion policies and programs in an organization or department, including but not limited to budget management, supervision, strategic planning, policy and program creation and implementation; and organizational and fiscal management skills noted for transparency and clarity.**

Council Aide	\$2,865-\$4,886/month	Open until filled
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(Assistant to Elected Official)

(Job Opening ID #513483)

(City Council/Fifth District/414 East 12th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:30 a.m.-5:30 p.m., evening/weekends vary depending on needs. Provides general assistance to an elected official. Supervision is received and work is performed under general direction of an elected official, with considerable latitude for independent judgment. Meets/corresponds with various governmental agencies, citizens, professionals, businesses and other groups to conduct research, answer questions, discuss problems and secure their involvement in completing various projects. Receives/prepares official replies to inquiries, suggestions, complaints received by mail, e-mail, telephone, personal visits from general public, civic/governmental agencies, other organizations. When requested, attends numerous meetings and prepares progress reports concerning assigned activities. Briefs the elected official on matters of significance to ensure that appropriate action is taken. Coordinates complex programs or projects of interest to the elected official. Must be responsive to all external communications and perform community outreach. Must have strong written/verbal communication skills. Must be able to plan, organize and execute complex events, including, but not limited to, city wide events. Performs related duties as required. **REQUIRES** an accredited Bachelor’s degree. **Public relations and/or journalism skills are strongly preferred.**

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Equipment Operator	\$15.79-\$23.16/hour	Open until filled
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(Job Opening ID #513236)

(Public Works Department/Solid Waste Division/5300 Municipal)

(Public Works Department/Operations Division/5300 Municipal)

(Public Works Department/Operations Division/5310 Municipal)

(Public Works Department/Street Maintenance Division/2400 Northeast Russell Road)

(Public Works Department/Street Maintenance Division/4725 Coal Mine Road)

Several full-time positions available. **Solid Waste:** Normal Work Days/Hours: Monday-Friday, 6:30 a.m.-3:00 p.m. (some weekends). Drives refuse trucks on established route in picking up trash, recycling, bulky, yard waste, illegal dumping and/or nuisance. Operates packing and dumping controls. Keeps time records and sees that assigned collection truck is serviced and maintained properly. May perform or assist in the collection of various types of waste. Operates and labors on recycling trucks, mowers, tractors, weed eaters, other equipment used for mowing. Operates trucks associated with snow plow operations. Must be physically fit and capable of lifting at least 40 lbs. and work in adverse conditions/locations. **Street Maintenance/Operations:** Normal Work Days/Hours: Monday-Friday, 7:30 a.m.-4:00 p.m. Operates trucks on road maintenance and street repair work, hauling cold patch, hot asphalt, gravel, rocks, abrasives. Transports personnel and materials to designated work sites. Drives a truck engaged in street-cleaning activities. Participates in snow plowing and snow removal operations. Drives a truck with a flat-bed trailer for hauling construction equipment and drives construction equipment on and off lo-boy units. Operates a large construction tractor or crawler-type bulldozer in pulling a sheep's foot compacting street and road sub-grades. Operates medium grade tractors in the mowing of grass, parks and vacant lots. Utilizes chain saws in the cutting of tree branches and limbs. Operates spray equipment in conjunction with pesticide operations. Uses a heavy power driven roller in patching and ironing asphalt street surfaces. Operates a front-end loader up to 2-1/2 cubic yard in loading sweeper piles, broken pipe, dirt, rocks and debris; leads helper who assists in loading operations. Operates a backhoe/excavator in trenching, filling or other minor excavation. Carefully plans and executes work to avoid damage to underground pipes and cables. Makes field repairs to equipment, and as necessary, assists machinists/mechanics on major repairs. Services assigned equipment with fuel, oil, water, grease. **REQUIRES** 6 months of experience in the operation of trucks and other specialized automotive equipment. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to possess a valid MO Class A, B or C CDL prior to the end of probationary period. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **For Solid Waste, preference given for a valid MO Class B CDL.**

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Fleet Maintenance Technician (Job Opening ID #512599)	\$20.62-\$26.86/hour	Open until filled
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(General Services Department/Fleet Services Division/5300 Municipal Avenue)
 (General Services Department/Fleet Services Division/1901 Brooklyn Avenue)
 Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 3:30 p.m.-12:00 a.m. OR 7:00 a.m.-3:30 p.m. OR 5:00 p.m.-3:30 a.m. Performs semi-skilled and skilled tasks in the maintenance and repair of automobiles, light and heavy trucks, tractors, and specialized equipment. Assists in the repair of heavy and earth-moving equipment. **REQUIRES** 3 months of semi-skilled experience in automotive repairs; OR an equivalent combination of qualifying education and experience which may include the successful completion of an automotive repair trade school or the successful completion of a vocational technical program in automotive maintenance or completion of the Automotive Service Excellence (ASE) certification as a master automotive/truck technician. Must possess a valid state-issued driver’s license in accordance with City of KCMO policies. Must possess a valid MO Class A, B or C CDL as determined by the department prior to the end of the probationary period. For this position, must possess a MO Class A CDL prior to the end of the probationary period. Must possess a valid MO Inspector Mechanic permit prior to the end of the probationary period. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

Maintenance Electrician (Job Opening ID #513511)	\$18.24-\$29.44/hour	Open until filled
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(Parks & Recreation Department/Park Facility Maintenance Div./3515 Northeast 63rd Terrace)
 Full-time position available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m. Maintains Parks & Recreation facilities including Community Centers, pools, fountains, cultural centers/museums, nature center and shelters. Performs electrical work on light ballasts, transformers, wire single and three phase motors, plus a variety of electrical duties. **REQUIRES** high school graduation and 3 years of progressively responsible experience performing routine and moderately complex electrical maintenance and repair work; OR an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to possess a valid MO Class A, B, or C CDL prior to the end of the probationary period as determined by the department. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **Preference given to applicants that possess a Journeyman electrical certification.**

EXTERNAL RECRUITMENT INFORMATION

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Maintenance Mechanic (Job Opening ID #513180)	\$16.64-\$26.86/hour	Open until filled
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(Public Works Department/Operations Division/2400 Northeast Russell Road)
 (Public Works Department/Operations Division/4725 Coal Mine Road)
 (Public Works Department/Operations Division/5300 Municipal Avenue)
 (Parks & Recreation Department/Facility Maintenance Division/3515 Northeast 33rd Terrace)
 (General Services Department/Facilities Division/5300 Municipal)

Several full-time positions available. **Public Works:** Normal Work Days/Hours: Monday-Friday, 7:30 a.m.-4:30 p.m. Performs full range of duties related to new construction by repairing, patching, replacing and/or painting concrete and asphalt surfaces including concrete culverts and wing walls, streets, sidewalks, medians, curbs, ADA ramps. May perform duties related to construction or repair of stone, brick or block walls. Inspects, maintains and repairs piping and plumbing fixtures on brine and calcium chloride tanks and replaces the pumps and motors. Performs minor electrical work on the brine and calcium chloride systems. Performs minor welding/repairs on tank apertures, bridge/culvert appurtenances and various City maintained structures including fencing. Operates snow removal equipment. Performs minor equipment repairs. Maintains proper fluids levels and replaces minor parts such as snow blades as needed. May lead and participate in the work of an assigned crew. Determines needs and requisitions tools, materials, and equipment for necessary repair and maintenance work. Performs related duties as assigned. **Parks:** Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m. Performs maintenance on facilities including community centers, pools, fountains, cultural & nature centers, and museums. Inspects, repairs, and maintains boilers, hot water tanks, air compressors, HVAC equipment, water supply lines, plumbing fixtures, motors and related equipment. Repairs or replaces piping, valves, and other worn or damaged parts. Replaces packing and bearings on pumps. Performs remodeling duties including framing and installation of drywall, installation of electrical fixtures and wiring, and installation of plumbing fixtures and water lines. Assists in operation of snow removal equipment. Performs fire alarm and sprinkler system inspections. Responds to alarm activation for system check. Performs preventative maintenance tasks on various systems and buildings. Maintains work area in safe and organized manner. **General Services:** Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Inspects, maintains, repairs and troubleshoots equipment within the Municipal Complex. Operates various pumps, heating and air conditioning systems, and emergency power and transfer systems. Operates multi stage water system, mufti-zone two pipe steam system and vacuum condensate system. Operates waste heat snow melt system. Operates Metasys building automation system. Repairs doors and rocking mechanisms. Repairs plumbing and drainage systems. Performs snow removal. Utilizes various tools and equipment for snow removal at various facilities. Troubleshoots basic electrical Issues. Uses knowledge of computers and possesses the ability to read blueprints. Understands the importance of proper safety habits and knowledge of lock out & tag out, and PPE. **REQUIRES** high school graduation and 4 years of experience in a variety of mechanical crafts; OR an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver’s license in accordance with City of KCMO

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Maintenance Mechanic-513180 (cont.)

policies. May be required to obtain a valid MO Class A, B, or C CDL prior to the end of the probationary period as determined by the department. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

Maintenance Repairer \$15.79-\$23.16/hour **Open until filled**
(Job Opening ID #513632)

(Parks & Recreation Department/Facility Maintenance Division/3515 Northeast 33rd Terrace)
 Full-time position available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m.
 Modifies, repairs, and maintains buildings, fixtures, grounds, and other facilities. Installs wall plugs and receptacles, repairs short circuits, and maintains other electrical equipment. Operates basic machine tools in the fabrication, maintenance or repair of metal parts, tools and equipment. Assists in painting and decorating interior and exterior surfaces of municipal buildings, furniture and equipment. Prepares various surfaces for painting by washing, scraping and sanding. Participates in snow removal operations when necessary. Assists in the maintenance, repair, modification and testing of gasoline or diesel powered automotive, grounds maintenance and construction equipment. **REQUIRES** completion of a trade school or a shop training program; OR 6 months of experience in general maintenance and repair work. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to obtain a valid MO Class A, B, or C CDL prior to the end of the probationary period as determined by the department. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

Maintenance Worker \$15.79-\$23.16/hour **Open until filled**
(Job Opening ID #514582)

(Public Works Department/Solid Waste Division/5300 Municipal)
 (Parks & Recreation Department/North Region Park Maintenance Division/1301 NE Chouteau)
 (Public Works Department/Operations Division/2400 Northeast Russell Road)
 (Public Works Department/Street Maintenance Division/2400 Northeast Russell Road)
 (Public Works Department/Operations Division/5300 Municipal Avenue)
 (Public Works Department/Operations Division/4725 Coal Mine Road)
 (Parks & Recreation Department/Greenhouse Maintenance Division/6901 Elmwood)
 (Parks & Recreation Department/Q-LID Maintenance Division/4600 East 63rd Street)
 (Parks & Recreation Department/Central Region Division/1520 West 9th Street)
 (Parks & Recreation Department/South Region Division/6901 Elmwood)
 Several full-time, part-time and seasonal positions available. **Public Works-Solid Waste:** Normal Work Days/Hours: Monday-Friday, 6:30 a.m.-3:00 p.m. (some weekends). Collects refuse and loads into trucks on established route in trash, recycling, bulky, yard waste illegal dumping and/or nuisance. Operates packing and dumping controls. May operate mowers, tractors, weed eaters and other equipment used for mowing. May operate trucks associated with snow plow operations. Must be physically fit and capable of lifting a minimum of 40 lbs. and work in adverse conditions and locations. route in trash, recycling, bulky, yard waste illegal dumping and/or nuisance. Operates

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Maintenance Worker-514582 (cont.)

packing and dumping controls. May operate mowers, tractors, weed eaters and other equipment used for mowing. May operate trucks associated with snow plow operations. Must be physically fit and capable of lifting a minimum of 40 lbs. and work in adverse conditions and locations. **North, Central & South Region, and Greenhouse:** Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m.; **Q-LID:** Normal Work Days/Hours: Work Days vary, 7:00. a.m-3:30 p.m. Performs general maintenance and some equipment operations. Performs grass mowing, groundwork for landscaping, playground repairs, shelter cleaning, walking trail installations and repairs, tree and limb removal, daily trash removal with packer truck, hauling, and snow operations. Performs litter control, landscape maintenance, graffiti removal, operating tractors, riding mowers, skid loaders, flatbed 2-ton trucks, packer trucks, and a variety of power and manual hand tools and performs general maintenance for parks. **Public Works-Operations** Normal Work Days/Hours: Monday-Friday 7:30 a.m.-4:00 p.m. Operates chain and hand saws in cutting up tree branches and limbs. Operates weed eater, picks up trash/debris and flags traffic. Performs construction and maintenance of streets, bridges, culverts. Prepares street potholes/depressions for asphalt patching. Shovels hot or cold asphalt mix into potholes/depressions. Rakes asphalt. Rolls and tamps asphalt. Operates light to moderately heavy automotive and related equipment as necessary to carry through assigned installation and repair work. Performs semi-skilled manual activities in the accomplishment of assigned tasks. Performs snow removal and other related duties as required. **REQUIRES** high school graduation; OR 6 months of experience in general labor. May be required to possess a valid state-issued driver’s license in accordance with City of KCMO policies. May be required to possess a valid MO Class A, B or C CDL prior to the end of the probationary period as determined by the department. Must possess a valid Class A CDL issued by the State of Missouri prior to the end of the employee's probationary period. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

Public Health Nurse (Job Opening ID #512458)	\$24.96-\$39.40/hour	Open until filled
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(Health Dep./Communicable Disease Prevention (Sexual Health Clinic) Division/2400 Troost)
(Health Department/Nurse Family Partnership Division/2400 Troost)

Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. **As a condition of employment with the City of KCMO Health Department, all new employees will be required to submit or provide documentation of receiving an Influenza (Flu) Vaccination. Tuberculosis Clinic:** Performs nursing care and case management of patients with latent tuberculosis infection and active TB disease. Works in concert with Disease Investigative Specialist to provide appropriate assessment, planning, intervention, evaluation and documentation of case management activities. Possesses the willingness to work in the following areas: Immunization, and Sexual Health clinics, as training in these areas may be a requirement. **Immunization Clinic:** The Immunization Clinic serves clients across the life span. Cross trains to work in the Immigration/Refugee clinic and the Adult Travel Clinic. When not in the clinic, works

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Public Health Nurse-512458 (cont.)

closely with schools and community partners. Works well with a team and some autonomy. **Nurse Family Partnership:** Provides comprehensive nursing services to women and their families eligible for the Nurse-Family Partnership program (NFP). NFP is a home visiting program offered to first-time, low-income pregnant women. Works with families towards our goals of better pregnancy outcomes, improved child health and development, and greater economic self-sufficiency. Delivers skilled education and guidance which focuses simultaneously on the mother’s personal health, environmental health, life course development, the maternal role/quality of caregiving. Provides home visits begin prior to the 28th week of pregnancy and continue for two years after the child is born. Nurse Home Visitors must maintain a caseload of 25 clients and see families at home every 1-2 weeks, and must be able to travel in Jackson, Cass, Clay, Johnson, Lafayette, Platte, and Ray counties in the Kansas City area. Must be able to learn and adhere to national and state standards prescribed for this evidence-based program. **Communicable Disease Prevention (Sexual Health Clinic):** Performs work directed towards the goals of risk assessment, risk reduction, treatment and optimal sexual health status for a diverse group that individuals, families and communities. Works with Disease Intervention Specialists to facilitate/navigate the care of high priority referrals. Represents the department as a designated specialist or spokesperson for area of assignment. Establishes/maintains effective working relationships with individuals in other department programs, state/local agencies, the community. Must be able to work in diverse environments as cross training in all Public Health Clinic areas will occur. Works in various settings to support public health outreach initiatives and events. **REQUIRES** licensure as a registered nurse as determined by the Missouri State Board of Nursing or a state having reciprocity with the state of Missouri. Possession of a current license or temporary permit (for transfer from other states). Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **For TB & Immunization Clinics, preference given to bilingual candidates. For Immunization Clinic, preference also given for 1 year of experience in Med Surg.**

Public Health Specialist (Job Opening ID #514326)	\$18.24-\$29.44/hour	Open until filled
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(Health Department/Communicable Disease Prevention Division/2400 Troost)
 Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. **As a condition of employment with the City of KCMO Health Department, all new employees will be required to submit or provide documentation of receiving an influenza (Flu) Vaccination.** Conducts investigations, including interviewing clients and contacts as necessary to obtain required information of all assigned communicable diseases including hepatitis, vaccine preventable diseases, HIV and sexually transmitted diseases. Properly interprets and makes decisions in conformance with established laws, regulations, and policies. Collects, analyzes and interprets data and submits oral and written reports. Presents technical material in a clear, precise

EXTERNAL RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Public Health Specialist-514326 (cont.)

manner that can be easily understood by a variety of groups. Assists in the investigation of all outbreaks that require epidemiological follow-up. Assures the implementation of appropriate control and intervention measures with emphasis on disease prevention for communicable diseases as well as some case management for perinatal hepatitis B contacts. Exercises limited independent judgment and initiative within the CD and STD Investigation Units. Uses excellent verbal and written communication skills as well as strong interpersonal and problem-solving skills. Establishes and maintains effective working relationships with employees, municipal officials, other agencies, the general public and medical care providers. Uses mastery of basic phlebotomy. **REQUIRES** an accredited Bachelor's degree; OR an equivalent combination of qualifying education and experience. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

**Public Health Specialist II
(Job Opening ID #513758)**

\$21.46-\$33.88/hour

Open until filled

(Health Department/Community & Family Health Education Division/2400 Troost)

Two limited-term positions available until June 1, 2023. As a condition of employment with the City of KCMO Health Department, all new employees will be required to submit or provide documentation of receiving an influenza (Flu) Vaccination. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work additional overtime hours to attend community-related meetings/events. Works with members of the Hispanic Community, Low Socio-Economic Status communities, businesses/associations that support/employ individuals from these communities to build capacity to respond/mitigate/recover from COVID-19 and other natural disaster situations that impact their communities. Interacts with 2 advisory groups to create/develop resources to improve infrastructures in addition to functioning as a liaison to City Planning and City Environmental Health (climate change resilience). Organizes cooperation/planning with the Health Department Public Health Preparedness and Emergency Management programs to ensure the infrastructure needs of the communities are represented, raised, influenced in the various response planning efforts each calendar year. Collects, records, provides data/information for required reporting, presentations, grant documentation. Utilizes initiative and independent judgement. Coordinates all assigned administrative work, including operations analysis, budget, personnel matters, operating rules and regulations. Supervises 2 Capacity-Building Trainer II positions. **REQUIRES** an accredited Bachelor's degree and 2 years of health-related work experience, including 1 year at a level comparable to the City's Public Health Specialist; OR an accredited Master's degree and 1 year of health-related work experience at a level comparable to the City's Public Health Specialist; OR an accredited Master's degree in Public Health; OR an equivalent combination of qualifying education and experience. Must pass a preemployment drug screen and post offer physical examination as prescribed by the City. **Preference for individuals bilingual in Spanish and English.**

EXTERNAL RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Tax Auditor (Analyst)	\$3,957-\$6,769/month	Open until filled
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(Job Opening ID #514491)

(Finance Department/Revenue Division/414 East 12th Street)

Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Plans, organizes and conducts office audits of tax returns, reports, records of business organizations. Examines accounting documents to verify accuracy of computations and to ascertain that transactions and computations are properly supported, are in accordance with pertinent policies/procedures, and are classified and treated according to established reporting requirements. Works on potential audit leads from IRS data match. Prepares working papers, schedules, exhibits and summaries indicating the extent of examination in presenting and supporting the findings and recommendations. Prepares complex financial analyses and conducts legal, accounting and auditing research. Answers inquiries pertaining to accounting and auditing laws, rules, policies and procedures and advises the business organization of results of audits and recommendations for ensuring conformity to local tax laws. Performs related duties as needed. **REQUIRES** an accredited Master’s degree in public or business administration, urban or regional planning, economics, accounting, finance or a related field, OR an accredited Bachelor’s degree in public or business administration, urban or regional planning, economics, accounting, finance or a related field and 1 year of professional experience in public or business administration, corporate or municipal finance, budget, research, accounting or a related field. **Preference given for an accredited Bachelor’s or Master’s degree in accounting or business administration. Must submit to FBI fingerprinting.**

THE FOLLOWING POSITIONS ARE FOR THE AVIATION DEPARTMENT. QUESTIONS REGARDING THESE POSITIONS SHOULD BE DIRECTED TO THE AVIATION DEPARTMENT AT 816-243-3010.

Maintenance Worker (Job Opening ID #514831)	\$15.79-\$23.16/hour	April 11, 2022
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(Aviation Department/Fleet Maintenance Division/125 Paris Street/KCI Airport)

Full-time positions available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m. Cleans bus and/or vehicle exteriors and interiors through use of automated vehicle washing station and by manual methods. Uses various hand tools and cleaning materials. Fuels and transfers buses and/or vehicles. Records cleaning and fueling information. Assists with refueling and general maintenance of pool cars. Performs occasional custodial and snow removal activities. Works outside in variable temperatures and precipitation from below zero temperatures to above 100-degree temperatures and in snowy, icy, and rainy conditions. **REQUIRES** high school graduation OR 6 months of experience in general labor. May be required to possess a valid state-issued driver’s license in accordance with City of KCMO policies. Must successfully complete a 10-year FAA

EXTERNAL RECRUITMENT INFORMATION**CLASSIFICATIONS AND
MINIMUM QUALIFICATIONS****SALARY****APPLICATION
DEADLINE****Maintenance Worker-514831 (cont.)**

background check. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City

**Airport Operations Agent
(Job Opening ID #514904)**

\$18.24-\$29.44/hour

April 18, 2022

(Aviation Department/Charles B. Wheeler Downtown Airport/900 Richards Road)

Full-time position available. Normal Work Days/Hours: Sunday-Wednesday 5:00 a.m.-3:00 p.m. or 1:00 p.m. - 11:00 p.m. OR Wednesday - Sunday 5:00 a.m. - 3:00 p.m. or 1:00 p.m. - 11:00 p.m. Responsible for skilled technical and inspection work assisting in ensuring the day-to-day safe operations of the airfield, terminals and public service functions of an airport. Conducts a variety of inspections and technical research. Prepares written reports. Directs interaction with airport tenants and their employees, airport users, federal, state, and municipal employees and the general public. Provides classroom and practical instruction in airfield driving to airport employees, tenants, outside agencies, and contractors. Supports management through the coordination of emergency response on the airport. Directs snow removal operations. Assists daily operations in accordance with federal certification requirements, federal, state, and local laws, municipal and departmental policies, and in accordance with best practices **REQUIRES** an accredited Bachelor's degree in public or business administration, airport management, engineering or a related field and 1 year of progressively responsible experience in airport operations/management activities at the level of Administrative Assistant; OR an equivalent combination of qualifying education and experience. Must obtain a Missouri driver's license within 30 days of employment. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. Must successfully complete a 10-year FAA background check.

**IT Senior Analyst
(Job Opening ID #514906)**

\$4,350-\$6,886/month

April 18, 2022

(Aviation Department/I.T. Division/601 Brasilia Avenue/KCI Airport)

Two full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Provides desktop, application and on-call support for airport tenants as well as all internal Aviation Department users. Other duties will include Flight Information Display (FIDS) system maintenance and support, desktop support, workstation imaging and setup, moves, additions, changes and other duties as assigned. Works as part of the Desktop Support team who resolve issues or assign issues to other responsible work groups. Participates on an on-call support rotation. **REQUIRES** an accredited Bachelor's degree and 3 years of technology experience; OR an equivalent combination of qualifying education and technology experience. For Aviation's position, must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must successfully complete a 10-year FAA background check.

EXTERNAL RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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IT Specialist	\$4,400-\$7,534/month	April 18, 2022
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(Job Opening ID #514908)

(Aviation Department/I.T. Division/601 Brasilia Avenue/KCI Airport)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. This position serves as the Server Administrator and works as part of the infrastructure group. Administration of all servers both physical and virtual including all lines of business servers, systems management servers, voice servers, flight information servers. Responsible for Software Application Management for the department. Application management will include Oracle and Microsoft database Administration (DBA). Supports Maximo, NovaTime, M5, ABM, and a new and existing airport badging system reporting. Modifies and maintains various software applications, databases and programs operated by the Aviation Department Information Technology Division (ADITD). Assists in daily application management and monitoring tasks for various systems. Applies upgrades and updates to various vendor applications such as AssetWorks M5 and ABM. Assists with the deployment/management of NOVAtime. Documents procedures, assists in gathering data, and presents design and upgrade improvements to upper IT Managers. Assists in maintaining the integrity and security of all applications used by the ADITD of applications in both web and Windows environments using Visual Studio.NET with VB.net or C#, utilizing Telerik controls, bootstrap, HTML5 and other related tools is required. **REQUIRES** an accredited Bachelor's degree and 4 years of technology experience; OR an equivalent combination of education and technology experience. Must successfully complete a 10-year FAA background check.

Security Officer	\$15.23-\$18.88/hour	April 18, 2022
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(Job Opening ID #514883)

(Aviation Department/Airport Police Division/1 International Square /KCI Airport)

(Aviation Department/Charles B. Wheeler Downtown Airport/900 Northwest Richards Road).

Several full-time positions available. Normal Work Days/Hours: 8:00 AM- 5:00 PM during training, then placed on shift based on manpower needs. **KCI Airport:** Ensures safety and security of Airport Police building. Checks guests in and out that arrive to do business and prohibits unauthorized access to building. Works the Post Gates and Livery lot to ensure safety and compliance of those needing access to airfield. Works the taxi lot, entering taxis into computer system and dispatching them to patrols in the terminals. Responsible for meeting and greeting customers. **Charles B. Wheeler Downtown Airport:** Patrols the buildings and grounds at the downtown airport to safeguard against AOA breaches, trespassing, property damage, and theft. Assures no unauthorized persons gain access to the airfield or parked aircraft. Patrols are performed on foot and in vehicles and include patrol of the runways and taxiways. Assists patrols and tenants and maintains crowd control during events. Prepares reports and maintains activity logs. **REQUIRES** high school graduation and 1 year of experience as a security officer. May be required to obtain the appropriate license issued by the KCMO Police Department, depending on the specific assignment. May be required to possess a valid state-issued driver's license in accordance with the

EXTERNAL RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Security Officer-514883 (cont.)

City of KCMO policies. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. Must successfully complete a 10-year FAA background check.

Airport Police Officer

\$15.66-\$31.11/hour*

Open until filled

(Job Opening ID #512699)

*without a MO Post A certification

\$18.46-\$31.11/hour**

**with a MO Post A certification

(Aviation Department/Airport Police Division/1 International Square/KCI Airport)

Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. during training then placed on a schedule based on staffing needs. Enforces all applicable laws, rules and regulations pertaining to safeguarding property and persons in attendance at the airport. Controls vehicular and pedestrian traffic at airport facilities. Responds to crash, fire and emergency situations and provides first aid. Screens passengers when weapons, explosives or hazardous materials are detected. Works with staff of other agencies, visiting dignitaries, large reception crowds, bomb threats and prevention of theft and vandalism. **REQUIRES** high school graduation. Must be at least 21 years of age. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must pass a pre-employment drug screen, post-offer physical examination and psychological evaluation as prescribed by the City. Must successfully complete a 10-year FAA background check. Must be able to obtain a Class A P.O.S.T. certification within 6 months of employment. Must be eligible to obtain a special police commission as issued by the KCMO Police Department. **Preference given for a Missouri POST A certification.**

Airport Security Dispatcher

\$16.05-\$24.31/hour

Open Until Filled

(Job Opening ID #514285)

(Aviation Department/Airport Police Division/1 International Square/ KCI Airport)

Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 AM- 5:00 PM. during training, then bid for shift based on seniority. Receives information concerning airport operations and security. Dispatches personnel and maintains records as well as police-related and other general airport related communications through the use of various devices (e.g. telephone, radio and computer dispatch devices). Provides customer service and information on the Airport Information Line. Communicates with and/or dispatches police officers and maintenance personnel about necessary equipment for the effective resolution of a variety of situations. Operates various technical systems, including, but not limited to, fire alarm and suppression systems, Video Management System, Access control System, 800 MHz Trunked Radio System and various computer information systems. Work is reviewed through observation, conferences and submitted reports. Maintains dispatch log utilizing a Computer Aided Dispatch (CAD) program, and performs related clerical work to maintain records. Conducts criminal history record inquiries for pre-employment and criminal history checks for persons seeking access to secured airport areas as well as verifies data on warrants/wants for police personnel using REJIS, MULES and NCIC. Reacts

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Airport Security Dispatcher-514285 (cont.)

quickly and calmly in emergency situations. Transmits messages clearly and accurately via radio and telephone. **REQUIRES** high school graduation or equivalency. Must be able to obtain security officer license through the private officers commission. Must be able to obtain state certification to operate the REJIS system. Must successfully complete a 10-year FAA background check. Must attain a passing score on the CritiCall Skills Assessment administered by the Airport Police Division. The work simulated performance tests the following: verbal ability, written and oral comprehension, reasoning ability, deductive reasoning and information order, memory ability, perceptual ability, speed and accuracy and time sharing. Candidates who pass the computer based exam will be contacted to participate in an oral interview. Must pass a pre-employment drug screen, post-offer physical examination, and/or psychological evaluation as prescribed by the City.

**Building Maintenance Worker
(Job Opening ID #512268)**

\$15.79-\$23.16/hour

Open until filled

(Aviation Department/Facilities-Custodial Division/KCI Airport-Terminal C)

Several full-time positions available. Normal Work Days/Hours: Tuesday-Saturday, 6:00 AM-2:00 PM, then placed on shift depending on division needs. Performs work in all types of weather conditions. Performs work inside and outside. Must be able to lift 50lbs minimum, climb, stand, stoop, bend. Washes windows. Cleans sidewalks. Removes trash. Removes snow. Replenishes restrooms with supplies and cleans regularly throughout the day. Performs minor repairs. **REQUIRES** 6 months of experience in the custodial care and limited general maintenance of buildings. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

**Bus Operator
(Job Opening ID #514746)**

\$15.79-\$23.16/hour

Open Until Filled

(Aviation Department/Bus Operations Division/400 A Panama City Avenue/ KCI Airport)

Several full and part-time positions available. Normal Work Days/Hours: Rotating Shift Work Varies. Transports passengers between the terminals and parking facilities at the airport observing all operating and safety procedures. Responds to customer inquiries in a concise and courteous fashion. Assists passengers who need assistance in entering and exiting the vehicles. May be required to enter restricted areas to provide transportation between planes and terminals. Fuels assigned vehicle as needed and maintains fuel records. Cleans interiors and exteriors of vehicles in preparation for passenger service. Assists elderly or handicapped passengers to board or debark from assigned vehicle. Performs safety checks around the bus. ****Please be advised this is not a training position.**REQUIRES** high school graduation and 6 months experience driving multi-passenger motorized vehicles with a capacity of 15 passengers or more; OR an equivalent combination of education and/or experience. Must possess a valid Class B CDL. Will be required to obtain passenger endorsement and airbrake qualification within first 30 days of employment. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug

EXTERNAL RECRUITMENT INFORMATION

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Bus Operator-514746 (cont.)

screen and post-offer physical examination as prescribed by the City. **Preference will be given to those that have a passenger endorsement and airbrake experience.**

**Fleet Maintenance Technician
(Job Opening ID #514705)**

\$20.62-\$26.86/hour

Open Until Filled

(Aviation Department/Charles B. Wheeler Downtown Airport/900 Richards Road)

Full-time position available. Normal Work Days/Hours: Monday - Friday, 7:00 a.m.-3:30 p.m. Mandatory overtime during inclement weather events. Handles the repair and maintenance of all motorized equipment at the Downtown Airport including 100+ pieces of roll stock, 2 ARFF Fire Rigs, 4 Emergency Generators, 2 Security vehicles, and numerous other small engine equipment. Completes work orders for maintenance as well as preventative maintenance. Conducts weekly inspections of ARFF Rigs and Airfield Generators and completes necessary repairs. **REQUIRES** 3 months of semi-skilled experience in automotive repairs; **OR** an equivalent combination of qualifying education and experience which may include the successful completion of an automotive repair trade school or the successful completion of a vocational technical program in automotive maintenance or completion of the Automotive Service Excellence (ASE) certification as a master automotive/truck technician. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must possess a valid MO Class A, B or C CDL as determined by the department prior to the end of the probationary period. Must possess a valid MO Inspector Mechanic permit prior to the end of the probationary period. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

**Maintenance Electrician
(Job Opening ID #513796)**

\$18.24-\$29.44/hour

Open until filled

(Aviation Department/Facilities-Structural Division/947 Mexico City Avenue /KCI Airport)

Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m.; Mandatory shift work during inclement weather events. Performs work in all phases of electrical maintenance including installation, troubleshooting, and repair of high voltage circuitry. Repairs and rebuilds a variety of components and lighting fixtures associated with lighting in the KCI terminal buildings. Operates heavy equipment used in the repair of direct buried circuitry. Operates heavy snow removal equipment and will be required to clear snow during emergency snow removal events. **REQUIRES** high school graduation and 3 years of progressively responsible experience performing routine and moderately complex electrical maintenance and repair work; **OR** an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to possess a valid MO Class A, B, or C CDL prior to the end of the probationary period as determined by the department. Must successfully complete a 10-year FAA background check. Must complete a pre-employment drug screen and post-offer physical examination as prescribed by the City.

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Maintenance Mechanic (CUP) (Job Opening ID #514375)	\$16.64-\$26.86/hour	Open Until Filled
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(Aviation Department/Central Utility Plant/9796 Northwest 112th Terrace/KCI Airport). Full-time position available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m. during training, then placed on shift dependent upon operational needs. Operates and maintains stationary engines and mechanical equipment such as steam boilers, air compressors, chillers, electrical distribution gear to provide utilities such as light, heat, cooling, compressed air, or power for buildings and industrial processes. Reads meters and gauges or automatic recording devices at specified intervals to verify operating conditions. Records data such as temperature of equipment, hours of operation, fuel consumed, temperature or pressure, water levels, analysis of gases, voltage load, and fire system operation. Adjusts manual controls or overrides automatic controls to bring equipment into recommended or prescribed operating ranges, switch to backup equipment or systems, or to shut down equipment. Visually inspects equipment at periodic intervals to detect malfunctions or need for repair, adjustment or lubrication. Maintains equipment by tightening fittings, repacking bearings, replacing packing glands, gaskets, valves, recorders and gauges. Cleans and replaces burners or other components using hand and power tools. Oils and lubricates equipment. Performs water tests and pours chemical additives such as water softener, into treatment tank or lines to prevent scale buildup and to clean boilers and chillers. Records operation and maintenance actions taken during shift in operator's logbook. **REQUIRES** high school graduation and 4 years of experience in a variety of mechanical crafts; OR an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to obtain a valid MO Class A, B, or C CDL prior to the end of the probationary period as determined by the department. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

Maintenance Mechanic (Structural) (Job Opening ID #514378)	\$16.64-\$26.86/hour	Open Until Filled
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(Aviation Department/Facilities- Structural Maintenance Division/947 Mexico City Avenue) Several full-time positions available. Normal Work Days/Hours: Monday - Friday, 7:00 a.m. - 3:30 p.m. Mandatory overtime during inclement weather events. Serves as first line responder to fulfill mechanical and HVAC needs of facilities. Provides service, repair, and maintenance of terminals and outer buildings. Performs general maintenance tasks such as plumbing, electrical, drywall, painting, carpentry and machinery maintenance. Maintains and operates snow removal equipment, forklifts, man lifts and loaders. Inspects, repairs, and maintains facilities systems, i.e. boilers, hot water and steam lines, air compressors, water feed lines, plumbing fixtures. Performs carpentry work, mason & concrete patching and filling. Replaces piping, valves, and other worn or damaged parts on boilers. Repairs and maintains machinery and equipment used in the daily operations of a multi-storied office complex. Performs remodeling duties such as framing and installing drywall, installing plumbing fixtures and water lines. Performs welding repairs on buildings and equipment.

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Maintenance Mechanic-514378 (cont.)

Assists in other maintenance duties as assigned. **REQUIRES** high school graduation and 4 years of experience in a variety of mechanical crafts and trade; OR an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver’s license in accordance with City of KCMO policies. May be required to obtain a valid MO Class A, B, or C CDL prior to the end of the probationary period as determined by the department. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

Maintenance Mechanic (Field) (Job Opening ID #514379)	\$16.64-\$26.86/hour	Open Until Filled
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(Aviation Department/Field Maintenance Division/154 Tokyo Street/ KCI Airport)
 Several full-time position available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m.; mandatory work during inclement weather events. Makes concrete and asphalt repairs to streets, sidewalks, parking lots, and airfield aprons, taxiways, and runways. Installs and repairs chain link fencing, barbed wire, mesh, snow fencing, fabricates fence gates and metal security grates. Picks up trash from streets, parking lots, and turf areas. Operates two-way radios to communicate with the FAA tower and coworkers. Operates a variety of motorized equipment from small to large pieces of equipment; highway style paint equipment, riding mowers, rotary tillers, insecticide and pesticide sprayers, agricultural tractors with 20' rotary mower decks as well as bulldozers, motor graders, dump trucks, back hoes, trenchers, front end loaders, paint trucks, and excavators. Operates and maintains snow removal equipment. The person in this position must be available day or night during snow season for emergency snow removal events. The job duties are primarily outdoor duties that are performed in all types of weather, night or day, on either the street or air side of the Airport. **REQUIRES** high school graduation and 4 years of experience in a variety of mechanical crafts; OR an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver’s license in accordance with City of KCMO policies. May be required to obtain a valid MO Class A, B, or C CDL prior to the end of the probationary period as determined by the department. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City

Maintenance Repairer (Job Opening ID #514706)	\$15.79-\$23.16/hour	Open Until Filled
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(Aviation Department/Charles B. Wheeler Downtown Airport/900 Richards Road)
 Full-time position available. Normal Work Days/Hours: Monday - Friday, 7:00 a.m.-3:30 p.m. Mandatory overtime during inclement weather events. Assists with maintenance and repairs to the airfield, pavement, structures, systems, infrastructure, and grounds of the airport. Performs duties related to new construction and general carpentry work. Frames, drywalls, trims, paints, installs fixtures and devices as well as makes minor plumbing repairs. Performs masonry, concrete and asphalt crack sealing, patching and repair, concrete flatwork, and repair of stone or block walls. Installs and repairs fences and signs. Performs minor electrical and locksmith repairs. Performs

EXTERNAL RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Maintenance Repairer-514706 (cont.)

daily inspections, maintenance, repairs, and general upkeep of all machinery, equipment and tools used in airport maintenance. Small engine repair and grounds maintenance to include licensed pesticide application, landscaping, and mowing. Work involves the operation, maintenance, and minor repair of a variety of heavy snow removal equipment, motorized construction and raised platform equipment, and farm implements such as front end loaders, skid loaders, backhoes, boom lifts, dump trucks, heavy duty airfield plow trucks, and large farm tractors. **REQUIRES** completion of a trade school or a shop training program; OR 6 months experience in general maintenance and repair work. May be required to obtain a valid MO Class A, B, or C CDL prior to the end of the probationary period as determined by the department. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

Maintenance Repairer (Job Opening ID #513371)	\$15.79-\$23.16/hour	Open until filled
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(Aviation Department/Field Maintenance Division/154 Tokyo Street/KCI Airport)
Two full-time positions available. Normal Work Days/Hours: 7:00 a.m.-3:30 p.m.; on call during inclement weather events. Assists in concrete and asphalt repairs to streets, sidewalks, parking lots and airfield aprons, taxiways and runways. Assists in the repair of chain link fencing, barbed wire, mesh, snow fencing; fabricates fence gates and metal security grates. Assists with mowing and landscaping work on either the street side or the airfield. Picks up trash from streets, parking lots, and turf areas. Operates a variety of motorized equipment from small to large pieces of equipment; tractors, mowers, dump trucks, loaders, etc. Operates and maintains snow equipment. Operates two-way radios to communicate with the FAA control tower and coworkers. **REQUIRES** completion of a trade school or a shop training program; OR 6 months experience in general maintenance and repair work. May be required to obtain a valid MO Class A, B, or C CDL prior to the end of the probationary period as determined by the department. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

Maintenance Supervisor (Stationary Operating Engineer) (Job Opening ID #514651)	\$21.88-\$35.31/hour	Open until filled
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(Aviation Department/Central Utilities Plant/9796 Northwest 112th Street/ KCI Airport)
Two full-time positions available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m. during training, then assigned to a shift based on operational needs. This is a 24/7 operation and shift work will be required for this position. Manages the performance of the team of mechanics assigned to their shift by assigning daily work tasks, handles day to day coaching, and conducts training as needed. Responds to repairs and unplanned breakdowns, including performing the repair and/or assisting the mechanics in repairs and maintenance as needed to ensure that plant operations are restored as quickly as possible. Responsible for all maintenance and repairs to all associated equipment at the Central Utility Plant. Procures all tools, materials, and equipment needed to

EXTERNAL RECRUITMENT INFORMATION

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Maintenance Supervisor-514651 (cont.)

complete repairs or provide maintenance. The ideal candidate will have hands-on experience with the operation and maintenance of High Pressure Steam Boilers, Large Chillers, Large Air Compressors, High Voltage Electrical Distribution, HVAC systems including hydraulics/pneumatics, plumbing, electrical, and welding. Must be able to read and interpret electrical and mechanical drawings and schematics and use them for troubleshooting. Assures that daily log books and other records are completed, including safety training and project lists. Assures our preventative maintenance program is being used and properly administered. Maintains compliance and documentation of all OSHA, HAZCOM, EPA, State and City regulations. Excellent verbal and written communication and computer skills are required. **REQUIRES** high school graduation and 5 years of experience in mechanical and trades maintenance and repair with 1 year of experience at the level of the City’s Maintenance Mechanic. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **Preference given to candidates with a valid Kansas City Stationary Operating Engineer License.**

Stock Clerk

\$15.79-\$23.16/hour

Open Until Filled

(Job Opening ID #514815)

(Aviation Department/Finance Division/533 Mexico City Avenue/ KCI Airport)

Several full-time positions available. Normal Work Days/Hours: Monday - Friday, 7:00 a.m. - 3:30 p.m., or 7:30 a.m. - 4:00 p.m. Plans and participates in the requisition, receipt, and examination of materials, supplies, tools, and equipment. Participates in the filling of requisitions and disbursing of stock. Operates forklift. Runs reports inside inventory systems. Initiates requisitions for replenishing stock on the basis of quantity and quality on hand in relation to departmental usage; in order to prevent overstocking of materials with a low turnover rate. Inspects, leads, and participates in the cleaning of assigned storeroom. Participates in the physical inventory of materials, supplies, hand tools, and equipment. Must have knowledge of Microsoft Office, Excel, and learn new Hansen systems. The preferred candidate must have the ability to maintain a high level of physical exertion for extended periods and working primarily while standing. Ability to lift up to 50 pounds, as many stockroom items are cumbersome and heavy. Must be able to work in inclement weather. Experience working safely with stockroom ladders and tools is ideal. Performs related duties as required. **REQUIRES** high school graduation and 3 months experience in clerical or storeroom work. Must pass a post-offer physical examination as prescribed by the City. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must successfully complete a 10-year FAA background check.

URGENT!!! CRITICAL RECRUITMENT INFORMATION

- QUESTIONS ABOUT AVIATION POSITIONS? CALL 816-243-3010.**
- POSITIONS POSTED FOR THE WATER DEPARTMENT ARE FOR THE WATER DEPARTMENT ONLY. QUESTIONS ABOUT THESE POSITIONS? CALL 816-513-0253. IF THE SAME POSITION TITLE IS POSTED FOR A DIFFERENT DEPARTMENT, SUBMIT A SEPARATE APPLICATION TO BE CONSIDERED BY THE OTHER CITY DEPARTMENT.**
- The evaluation of applications is based on the information submitted by the application deadline. Therefore, in order to have your application properly considered, you should include all relevant dates, i.e., attendance at educational institutions, date degree(s) conferred, etc. Further, provide detailed description of relevant work experience/dates, including months/years of employment. Failure to submit a completed application may eliminate you from the selection process. Resumes may be filed to determine eligibility, but an official City application must be completed prior to appointment.**
- Employees who have the same position title as the one listed and have successfully completed their 6-month probationary period who wish to be considered for lateral transfer to this position must contact the department to arrange an interview.**
- The requirement of "high school graduation" includes the state-issued GED certificate.**
- For positions that require an accredited degree, qualifying professional, responsible experience must be obtained AFTER receipt of the accredited degree.**
- Unless otherwise stated, the requirement of "an accredited" degree includes only those degrees obtained from colleges or universities listed with the U. S. Department of Education and recognized by the U.S. Secretary of Education.**
- If claiming military veterans preference points, you must attach a copy of your DD-214 or other qualifying documents prior to the application deadline.**

Applications submitted in person or by USPS mail must be received by the published *Application Deadline, 5:00 P.M., C.T.*; by FAX or online must be received by *midnight, C.T.*

POLICY OF NON DISCRIMINATION ON THE BASIS OF DISABILITY

The City of KCMO does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Any applicant requiring an accommodation should contact the Human Resources Department, Talent Acquisition Division at (816) 513-1903.