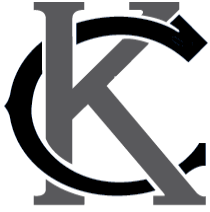


*May be required to have a negative COVID-19 test result within 7 days of hire. Having a positive result at any point for any current or potential employee will have no impact on employment status nor employment offer.*



## HUMAN RESOURCES DEPARTMENT

City of Kansas City, Missouri

12th Floor, City Hall

Kansas City, MO 64106

(816) 513-1903

July 19, 2021

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### RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
<b>Customer Service Representative (Job Opening ID #513562)</b>	\$14.82-\$23.16/hour	<b>July 19, 2021</b>

(Municipal Court/Finance Division/511 East 11<sup>th</sup> Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, hours vary. Greets and directs the public to appropriate resources within the department, responding to information requests, processing payments and receiving complaints. Processes citizens' court payments, cash and bonding company bonds, citizens' bond and ticket refund requests and updates citizens' information. Processes daily mailed in payments. Receives citizens' motions by filing stamp and attaching to cases. Handles Bond Recognizance forms, letter of Compliances and other duties as assigned. Performs modern office practices/procedures. Operates modern office equipment and performs standard clerical techniques as applied to maintenance of a municipal accounting system involving many transactions. Investigates techniques, methods, procedures. Performs professional written/verbal communication etiquette and techniques. **REQUIRES** high school graduation and 1 year of public or private sector experience in customer service work; OR an equivalent combination of qualifying education and experience.

<b>Customer Service Specialist (Job Opening ID #513573)</b>	\$15.06-\$24.31/hour	<b>July 19, 2021</b>
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(Municipal Court/Administrative Division/511 East 11<sup>th</sup> Street)

Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Assists with daily tasks in relation to call center customer service involving professional telephone etiquette and techniques applying customer service/public relation skills. Responds to court information requests. Processes court continuances and other actions applying the directives of the court. Provides a professional manner with judges, courtroom staff, other court divisions. Assists the citizenry by providing information involving violation of municipal ordinances and traffic violations on calls for internal/external customers. Performs considerable judgment in interpreting court records. Uses strong computer skills. Generates, completes, closes service requests. Sorts/disburses daily incoming mail. Assists in maintaining the court email box to ensure

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July 19, 2021

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### **Customer Service Specialist-513573 (cont.)**

customer service. Assists when needed with transmitting compliance information, record revisions to local and state departments and revenue to reinstate the driver's license when suspended. Assists when needed with court records requests. Assists in administration of KCMO Municipal Court communication operations, providing support and input when engaged. Performs other tasks as assigned. **REQUIRES** high school graduation and 3 years of public or private sector experience in customer service work at the level of the City's Customer Service Representative or higher; OR an equivalent combination of education and responsible customer service experience at the level of the City's Customer Service Representative or higher. **Preference given for experience in Case Management systems particularly in IMDSPLUS, LEWEB, MULES, NCIC. MULES, or CJIS certification.**

### **IT Senior Technician**

\$21.88-\$35.31/hour

**July 19, 2021**

### **(Job Opening ID #513537)**

(Health Department/Director's Office/2400 Troost)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m., must be able to work after hours and provide on-call support when 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 1st tier support for various department applications. Troubleshoots basic networking, desktop computer hardware and software issues. Supports Microsoft desktop operating systems, Microsoft Office and multifunction networked printers. Creates and maintains system images. Provides excellent customer service. **REQUIRES** an accredited Bachelor's degree and 1 year of technology experience; OR an equivalent combination of qualifying education and technology experience. **Preference given for experience in Microsoft Windows 10, Office 365 suite, software development and support.**

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July 19, 2021

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## RECRUITMENT INFORMATION

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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<b>Public Health Specialist (Job Opening ID #513563)</b>	\$18.24-\$29.44/hour	<b>July 19, 2021</b>
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(Health Department/Healthy Homes Division/2400 Troost)

(Health Department/HIV Services Division/2400 Troost)

(Health Department/Communicable Disease Division/2400 Troost)

(Health Department/Public Health Preparedness Division/2400 Troost)

Several full-time positions available, including a **limited-term position that lasts until December 31, 2022. 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. **Healthy Homes:** Conducts healthy homes inspections on rental properties (various types) throughout the City, in compliance with Ordinance 180248. Responds to complaints filed on rental properties in accordance with program guidelines. Compiles and calculates statistical data in planning, implementation, evaluation of public health programs. Plans and conducts a public health program or project of limited complexity. Determines proper methods and techniques to use in promoting the activities of the assigned unit. Delivers speeches and assists in writing reports and articles to stimulate interest. Disseminates information to the community regarding special public health programs. Provides basic information to the public and community organizations concerning specific public health problems, needs, concerns regarding rental housing. Assists an administrative or technical superior in conducting various tasks of rental housing activity, including, but not limited to, property registration. **HIV Services:** This grant funded position will engage in a wide array of activities and duties related to providing ongoing HIV prevention and education services to the community. Provides direct services related to the Health Education and Risk Reduction efforts for African American High-Risk Heterosexual Males contract. Oversees the division's condom distribution program including tracking distribution and inventory. Contributes to the HIV Prevention Program's HIV testing, education, and sexual health outreach efforts. In coordination with the Kansas City Health Department's surveillance office and the region's Linkage to Care Program, provides Lost to Care outreach and support to persons living with HIV. Reports directly to the HIV Prevention Coordination Position and assists and supports the overall HIV Prevention and Care Services Division goals, objectives, and deliverables related to the Ending the HIV Epidemic, CDC Prevention, and Ryan White grants. Collects, analyzes and interprets data and work must be well organized. Utilizes strong written communication skills necessary for producing written and oral reports. Works with diverse populations and utilizes

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## RECRUITMENT INFORMATION

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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### **Public Health Specilaist-513563 (cont.)**

strong interpersonal skills necessary for networking and expanding the program's impact in the community. **Communicable Disease Prevention and Public Health Preparedness:** Performs various tasks that include researching, conducting and documenting investigations/interviews with individuals who have been diagnosed with various communicable diseases (including COVID-19), providing educational presentations, and assisting in community outreach events. Conducts field visits, medical record searches, and solicits medical information from mandated sources, including interviewing clients in their home as necessary to obtain required information. Maintains data in numerous databases. May require the wearing of a high efficiency respirator mask and other personal protective equipment when delivering services within an area assessed as high risk for exposure to infectious diseases. May require lifting of up to 50 pounds when assisting with community and clinic-based activities. Must be able to climb stairs to access client residences. Performs the mastery of a selection of basic clinical techniques and procedures, not limited to phlebotomy, administering and reading TB skin tests, sputum induction and the operating of an X-ray machine. **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.

### **Code Enforcement Supervisor (Job Opening ID #513552)**

\$22.70-\$35.31/hour

**July 26, 2021**

(Neighborhood Services Department/Regulated Industries Division/635 Woodland)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m., evenings and weekends are required. Supervises/participates in inspections/investigations of retail liquor establishments and code compliance. Supervises inspections of liquor establishments and public eating/drinking establishments to determine compliance with municipal ordinances, codes and regulations. Supervises/participates in inspections/investigations of commercial vehicles, retail tire shops/stores, secondary metal facilities, tobacco retailers and other license or permit holders. Supervises the coordination of code enforcement with other agencies, such as the State Liquor and Tobacco control, KCPD, City Health, Fire, Planning and other departments. Assigns tasks and provides work instructions/assistance on unusual or complex problems and is reviewed for adherence to rapidly changing most current legal interpretations and established technical and professional standards to obtain the desired results. **REQUIRES** an accredited Bachelor's degree and 2 years of experience at the level of the City's Code Enforcement Officer; OR an equivalent

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### Code Enforcement Supervisor-513552 (cont.)

combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with the City of KCMO policies. Must possess or be eligible to obtain required police commission from the KCMO Police Department. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

<b>IT Specialist</b> <b>(Job Opening ID #513515)</b>	\$4,400-\$7,534/month	<b>July 26, 2021</b>
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(General Services Department/Information Technology Division/1101 Locust)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Designs, codes, unit tests and debugs new processes or modifications including pages, components, workflow, online and batch processes, reports and queries for PeopleSoft enterprise Financial & Supply Chain (FSCM) and Human Capital Management (HCM) systems. Develops and maintains integration between PeopleSoft systems and external applications. Analyzes and resolves system problems, detect and identify software deficiencies and work with the vendor to provide solutions. Assists with system maintenance, upgrades, transfers knowledge to customers and peers and completes technical documentation while working in a team environment. **REQUIRES** an accredited Bachelor's degree and 4 years of technology experience; OR an equivalent combination of qualifying education and technology experience. **Preference given for at least 3 years of experience with Peoplesoft technical experience including: Application Engine, Peoplecode, Application Packages, SQL, Component Interfaces, SQR, BI Publisher, nVision, Query, Integration Broker and Fluid design and Peoplesoft modules: Asset Management, Payables, Receivables, Billing, Cash Management, Customer Contracts, Grant Management, General Ledger, Purchasing, eProcurement, Project Costing, Human Resources, Benefits Administration, Training, Payroll for North America, Time & Labor, Pension Administration, Talent Acquisition Management/Candidate Gateway and Experience with Lifecycle Tools and Elasticsearch.**

<b>Legal Investigator</b> <b>(Job Opening ID #513549)</b>	\$19.34-\$33.88/hour	<b>July 26, 2021</b>
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(Neighborhood Services Department/Regulated Industries Division/635 Woodland)

Full-time position available. Normal Work Days/Hours: Rotating shifts to include days, evenings and weekends, night shift work is required for this position. Processes applications for liquor licenses and permits, cigarette licenses, sidewalk café permits, vehicles for hire permits and

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**RECRUITMENT INFORMATION**

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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**Legal Investigator-513549 (cont.)**

certificates, commercial amusement permits, adult entertainment licenses and permits, secondary metal recycler permits, short term loan establishment permits, day labor business permits, tire dealer permits and salvage yard permits. Performs inspections and investigations for vehicles for hire (livery vehicles, taxicabs, sightseeing vehicles), liquor licensed businesses, adult entertainment venues, adult book stores, pool halls, dance halls, haunted houses, concert venues, secondary metal recycling yards, short term loan establishments, tire dealer businesses, and business that sell tobacco products. Testifies in Administrative hearings in court and may present evidence and findings in front of a judge, hearing officer or panel. Writes summonses for ordinance violations as observed. **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.

<b>Off Duty/Reserve Officer (Job Opening ID #513584)</b>	\$35.00/hour	<b>July 26, 2021</b>
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(Municipal Court/511 East 11<sup>th</sup> Street)

Several limited-term contract positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Maintains order and security in the Municipal Court in accordance with established KCPD and City policies and procedures. Investigates security violations, accidents, emergencies and disturbances requiring police action. Makes arrests for violations of laws or ordinances. Serves necessary court paperwork as required by law. Reports to the Court Administrator. Performs related duties as required. **REQUIRES** possession and maintenance of full KCPD Police Commission and all POST training requirements and 5 years of experience as a fully commissioned police officer. Must maintain reserve status with KCPD or be a current KCPD Police Officer.

<b>Public Health Specialist II (Job Opening ID #513551)</b>	\$21.46-\$33.88/hour	<b>July 26, 2021</b>
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(Health Department/Community & Family Health Education Division/2400 Troost)

Several limited-term merit 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 *The City of KCMO offers a great benefit package for full-time, regular status employees to include, but are not limited to medical, dental, vision, holiday pay, paid vacation/sick leave, retirement plan, life insurance, flexible spending accounts, long-term and short-term disability, long-term care, and deferred compensation plan. All positions require successful completion of a pre-employment background check. May be required to have a negative COVID-19 test result within 7 days of the hire date from the most recent test result. Having a positive result at any point for any current or potential employee will have no impact on employment status nor employment offer. Non-residents, if appointed, must establish residency within the city limits of KCMO within 9 months. The City of KCMO is an equal opportunity employer committed to a diverse workforce. EOE.*

**RECRUITMENT INFORMATION**

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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**Public Health Specialist II-513551 (cont.)**

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 positions. **REQUIRES** an accredited Bachelor's degree and 2 years of health-related work experience, including 1 years 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.**

<b>Senior Administrative Assistant (Job Opening ID #513600)</b>	<b>\$19.34-\$33.88/hour</b>	<b>July 26, 2021</b>
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(Municipal Court/Probation Division/511 East 11<sup>th</sup> Street)  
Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Supervises individuals on intensive supervision to monitor compliance with conditions of probation. Sets probation revocation hearings as needed. Makes appropriate recommendations to the court regarding revocation or extension of probation or referral to specialty courts such as drug court, mental health court, and veterans treatment court. Supervises Domestic Violence offenders. Maintains regular contact with Probationers, treatment providers or other individuals as needed to monitor compliance with probation. Establishes and maintains electronic supervision record for each assigned probationer. Formulates correctional plans of probation and presents written and verbal recommendations as necessary. Evaluates offenders to determine the best course of

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July 19, 2021

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## RECRUITMENT INFORMATION

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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### **Senior Administrative Assistant-513600 (cont.)**

treatment, discuss treatment options with offenders, arrange and or make referrals to treatment programs, supervises offenders and monitors their progress. Administers and/or observes breathalyzer and urinalysis testing on offenders. Processes urinalysis utilizing onsite laboratory equipment. Investigates offender violations, and under close supervision take the appropriate action. Prepares statistical and other written reports of work activities. Cooperates with state and local social, community and law enforcement agencies in case of mutual interest, making referrals to other agencies, including initiating arrest of probation violators when appropriate. Utilizes computer software applications such as word processing, database and spreadsheet as well as IMDS Plus and LEWeb. **REQUIRES** an accredited Bachelor's degree in public administration, business administration, liberal arts or a related field and at least 3 years of 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.

### **Senior Analyst**

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

**July 26, 2021**

### **(Job Opening ID #513541)**

(Finance Department/Accounting Division/414 East 12<sup>th</sup> Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Administers funding from the American Recovery Plan (ARP) for the City's stimulus spending plan, RecoverKC and for the CARES Act. Provides advice and assistance to City Departments with grants in the areas of administration, financials and compliance. Serves as lead for the Grants Module in the PeopleSoft Financial Management System. Performs billing and drawdowns for assigned grants and contracts. Reconciles grant project accounts and prepares journal vouchers, if needed. Reviews ordinances authorizing the submittal of grant applications and the acceptance of grant award funds. Reviews and submits financial and performance reports to granting agencies. Monitors and tracks grant reimbursement requests for compliance, timeliness and grant completion. Assists with the fiscal year end process of re-estimating and re-appropriating grant funds. Assists Grants Manager with the development of the City's annual Schedule of Expenditures of Federal Awards (SEFA). Assists with the annual Single Audit. Performs updates as needed to the City's Grant Policy and Procedures Manual. **REQUIRES** an accredited Master's degree in public or business administration, urban or regional planning, economics, accounting, finance or a

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### Senior Analyst-513541 (cont.)

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.

### IT Specialist

\$4,400-\$7,534/month

**July 30, 2021**

### (Job Opening ID #513547)

(Fire Department/IT Division/6750 Eastwood Trafficway)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m., after hours on call support is required for emergency systems. Provides expert level of analysis and technical guidance of database and interface application(s) and processes for multiple systems, including: Computer Aided Dispatch (CAD), Automatic Vehicle Location (AVL), scheduling application(s), and document imaging storage. Performs highly complex tasks such as interface configuration, network and security design, SQL; scripting, query, data conversion/modeling, and automation. Analyzes/resolves system problems. Detects/identifies hardware/software deficiencies. Works with the system vendor to provide solutions. Assists with system maintenance, upgrades, transfer knowledge to customers/peers and completes technical documentation while working in a team environment. **REQUIRES** an accredited Bachelor's degree and 4 years of technology experience; OR an equivalent combination of qualifying education and technology experience. Must pass a CJIS background check. **Preference given for 3 years of experience with Microsoft SQL Server database administration, Cisco networking equipment, Computer Aided Dispatch database administration, virtual server environment administration and Microsoft active directory administration.**

### Communications Specialist

\$18.06/hour

**August 2, 2021**

### (Job Opening ID #513596)

(Fire Department/Communications Division/6750 Eastwood Trafficway)

Several full-time positions available. Normal Work Days/Hours: hours vary. Receives fire and other emergency alarms over telephone. Obtains address and exact nature of emergency and dispatches appropriate firefighting or ambulance units on the basis of established street index and district assignments or the specific nature of emergency. Receives fire alarm signals from alarm boxes and broadcasts alarms to all fire stations by radio and dispatches, as directed, appropriate firefighting units by designated company numbers. Dispatches ambulance units by telephone

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**RECRUITMENT INFORMATION**

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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**Communications Specialist-513596 (cont.)**

according to assigned districts. Records alarms and all movements of firefighting apparatus and ambulance units indicating the date, time, address, location, and type of fire or emergency, the responding fire company or ambulance unit, and respective command officer. Receives complaints of trouble such as water and gas main leaks, street lights out, children locked in bathrooms, and gasoline to be flushed from roadways. Telephones information to proper departments or authorities. Tests daily and inspects fire alarm equipment within the Communications Center. Tests outside lines to ensure they are in working order. Sees that constant current is maintained on circuit. Contacts fire stations by radio to ensure that each receiver is working. Performs routine custodial work as necessary in order to maintain office, kitchen, dispatch, and related facilities in a tidy condition. Performs related duties as assigned. **REQUIRES** high school graduation (or equivalent) and at least 1 year of experience receiving and processing telephone calls and/or dispatching by two-way radio. It is highly desirable that the experience be in a public safety environment. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

**Municipal Court Bailiff** \$14.82-\$23.16/hour **August 2, 2021**  
**(Job Opening ID #513599)**

(Municipal Court/Court Support Division/511 East 11<sup>th</sup> 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. Serves as bailiff of municipal court; 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

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**RECRUITMENT INFORMATION**

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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**Municipal Court Bailiff-513599 (cont.)**

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.

**Recreation Leader** \$14.05-\$16.51/hour **September 13, 2021**  
**(Job Opening ID #513516)**

- (Parks & Recreation Department/Hillcrest Community Center/10401 Hillcrest Road)
- (Parks & Recreation Department/Marlborough Community Center/8204 Paseo Blvd)
- (Parks & Recreation Department/Tony Aguirre Community Center/2050 West Pennway Street)
- (Parks & Recreation Department/KC North Community Center/3930 N. Antioch Road)
- (Parks & Recreation Department/Westport-Roanoke Community Center/3601 Roanoke Road)
- (Parks & Recreation Department/Garrison Community Center/1124 East 5<sup>th</sup> Street)

Several seasonal and part-time positions available. Normal Work Days/Hours: Varies, including evenings and weekends. Assists in planning, promoting and leading individuals and groups in a variety of Youth and Active Aging programming. These activities include special events, camps, sports, and arts & crafts. Assists in the offsite Youth After School Program, other day-to-day activities at assigned locations with other programs. Performs other duties as assigned.

**REQUIRES** high school graduation; OR at least 16 years of age. 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.

**Fire-Medic** \$26.37-\$41.31/hour\* **December 6, 2021**  
**(Job Opening ID #513454)**

(Fire Department/Location Varies)

Full-time position available. Normal Work Days/Hours: Varies. Come join the largest and busiest Fire/EMS service in the metro. Responsible for all patient care (Advanced as well as Basic Life Support) in accordance with all applicable Federal, State, and local laws, statutes, and protocols. Completes all applicable patient care reports and provides direction to other crew members as needed. Serves as a First Responder in the areas of Fire Protection, Rescue Services and Hazardous Materials Response, as well as Aircraft Firefighting and Emergencies. Responds to calls of fire and other medical and non-medical emergencies. Functions as a Firefighter and completes all assigned duties related to that assignment. Also functions as a Paramedic and provides care and/or transport as prescribed by the procedures prescribed by the Emergency Medical Services Director. The Fire

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### Fire-Medic-513454 (cont.)

Department will provide all training to attain fire related certifications and continuing education required to keep all necessary licensures. Performs general custodial duties to maintain fire stations, equipment, and apparatuses. **REQUIRES** high school diploma or possession of a state-issued GED/HiSET. Must be 18 years of age by December 6, 2021. Must not have turned 30 years of age prior to December 6, 2021. Must possess a valid driver's license at time of application and appointment. Must possess a valid Missouri State Paramedic License or National Registered Paramedic (EMT-P) license, obtain and maintain City privileges at the Paramedic level, and obtain and maintain ambulance credentialing. Must successfully meet all requirements of the KCFD Academy and be able to obtain Missouri State FF I & II within the first year of employment. Must pass a pre-employment drug screen and post offer physical. ***Non-residents, if appointed, must establish residency within the city limits of KCMO within 9 months.*** Information must be clearly specified in application materials. If applying online, be sure to enter driver's license information. **Making a copy of driver's license and Paramedic license and attaching it to your application materials is advised. Preference given to those who possess Firefighter I & II certifications.**

### Chief Equity Officer

\$6,368-\$12,363/month

Open until filled

### Job Opening ID #513531

(Office of the City Manager/414 East 12<sup>th</sup> 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 and 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 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 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

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## RECRUITMENT INFORMATION

### CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

### SALARY

### APPLICATION DEADLINE

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#### **Chief Equity Officer-513531 (cont.)**

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; and
- 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.

## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### **Chief Equity Officer-513531 (cont.)**

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 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.**

<b>Construction Code Inspector (Job Opening ID #513441)</b>	\$18.83-\$29.44/hour	<b>Open until filled</b>
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(City Planning & Development Department/Inspections Division/414 East 12<sup>th</sup> Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 7:30 a.m.-4:00 p.m. Conducts field inspections during various stages of construction or demolition to ensure code compliance. Evaluates and analyzes a wide variety of structural, mechanical, electrical, sprinkler

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### **Construction Code Inspector-513441 (cont.)**

and plumbing installations for code compliance. Inspects and monitors the application and the proper use of construction related materials. Reviews and analyzes architectural/engineering plans and specifications, shop drawings, research reports, special inspection reports and other technical data to determine whether an installation is code-compliant or for the issuance of permits. Applies engineering principles and practices in the technical examination and analysis of wood structures, simple steel and masonry structures. Prepares clear, concise, and consistent reports noting specific code violations and items inspected in order to clearly communicate intent to interested parties. Reviews and interprets building codes per modern construction methods and engineering practices. Performs electrical and structural load calculations, plumbing calculations and analyses of soil conditions. Completes work documentation and data entry into database. Must consistently negotiate construction sites at all stages of construction, uneven terrain, including excavations and ditches. Performs related duties 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. 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.

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
<b>Council Aide (Assistant to Elected Official) (Job Opening ID #513483)</b> (City Council/Fifth District/414 East 12 <sup>th</sup> 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. <b>REQUIRES</b> an accredited Bachelor's degree. <b>Public relations and/or journalism skills are strongly preferred.</b>	\$2,865-\$4,886/month	<b>Open until filled</b>
<b>Development Specialist I (Job Opening ID #513452)</b> (City Planning & Dev. Dept./Long Range Planning & Preservation Div./414 East 12 <sup>th</sup> Street) Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Focuses on data development and maintenance, GIS analysis, map production, and report generation. Must be knowledgeable 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. <b>REQUIRES</b> an accredited Bachelor's degree in economics, sociology, multi-disciplinary social science or urban affairs, city planning, public or business administration, engineering, architecture, energy conservation or related field and 3 (OR an accredited Master's degree in one of the aforementioned fields and 1) year of progressively responsible, related professional experience in the applicable specialty; OR an equivalent combination of qualifying education and experience.	\$19.34-\$33.88/hour	<b>Open until filled</b>

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## RECRUITMENT INFORMATION

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
<b>Director of Conventions &amp; Entertainment Facilities Department (Job Opening ID #512953)</b> (Conventions & Entertainment Facilities Department/Administration Division/301 West 13 <sup>th</sup> Street) Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work evenings, weekends and holidays. Oversees the Administrative Plans, organizes and directs the administration of all programs related to the operation and maintenance of all departmental facilities. Reports to the City Manager on major policy and financial issues and to the appropriate Assistant City Manager on other matters. Directs, coordinates and reviews the activities of staff; issues rules and regulations pertaining to departmental operations; resolves personnel and other problems. Accomplishes necessary research, analysis, forecasting and planning to provide Kansas City with a comprehensive public events, cultural, exhibition and performing arts program. Counsels and consults with professional management personnel in the Kansas City Convention and Visitors Bureau, Chamber of Commerce, Mid-America Regional Council, Downtown Incorporated, and the restaurant and hospitality industries to discuss mutual problems, concerns and other matters which would affect business meetings and convention needs. The ideal candidate should have knowledge of preparing budgets, Administrative Services, Sales, Marketing and Event Operations. Designs and implements extensive advertising and marketing programs to generate the greatest possible number of event days. Reviews and approves contracts and fees as required. Seeks legal guidance as needed. Reviews plans, programs and major events with the City Manager that may alter current policies and relationships with other departments and agencies and services to the public. Appears before City Council on matters related to the department. Prepares operational and special reports which may be required by the Mayor, City Council or City Manager. Reviews the proposed budget with the budget officer and appropriate Assistant City Manager prior to submission to the City Manager. Performs related duties as required. <b>REQUIRES</b> an accredited Bachelor's degree in a related area and 5 years of managerial experience in the general and fiscal management of a moderate-sized convention center and related arena facilities. <b>Preference given for at least 4 years of executive level leadership in the venue management field and professional registration as CVE (Certified Venue Executive) or CVP (Certified Venue Professional).</b>	\$7,567-\$14,422/month	<b>Open until filled</b>

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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<b>Director of Health (Job Opening ID #513468)</b>	\$7,567-\$22,435/month	<b>Open until filled</b>
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(Health Department/Administration Division/2400 Troost)

Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; however, responsibility may require additional hours and days. This is a professional, highly complex position and is responsible for the planning and overall management of the Health Department. This is a highly visible position, reporting directly to the City Manager and responsible for consulting/advising the City Manager, Mayor, City Council, other jurisdictions, community organizations and other involved persons on matters concerning public health. The Director is responsible for the administration of the city's program for protecting and preserving public health. Acts in coordination with other departments and agencies in special programs related to public health. The Director must be a professional who has demonstrated both experience and skills developing strategic plans and related funding mechanisms. Makes significant decisions and exercises resourcefulness in meeting and solving problems. Must possess the following:

- Demonstrated career commitment to addressing health disparities and racial equity;
- Leadership experience in addressing racism as a public health crisis, specifically driving antiracist public health strategies and policymaking;
- Leadership experience in analyzing and developing health policies, particularly policies that address the social determinants of health;
- Demonstrated leadership in developing and advancing intersectional Community Health Improvement Plans (CHIPs) that address the social determinants of health;
- Experience with and a commitment to shared decision making and power sharing among governmental, appointed, and community stakeholders, particularly individuals with lived experience; and
- A member of or connection to the Kansas City MO community, particularly communities most impacted by historic and contemporary civic and governmental disinvestment, exploitation, and gentrification is preferred.

**REQUIRES** an accredited Bachelor's degree from a recognized school of public health and 10 years of special training and progressive public health programming experience, including 3 years of executive level supervisory and managerial experience overseeing a public health program comparable in size and complexity to Kansas City. **Preference for an MD or DO in public health from a recognized school of health; leadership experience within a public health department accredited by the Public Health Accreditation Board of Directors (PHAB).**

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## RECRUITMENT INFORMATION

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
<b>Director of Housing &amp; Comm. Dev. (Job Opening ID #513469)</b> (Housing & Comm. Development Department/Administration Division/4400 MLK Boulevard) Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; however, responsibility may require additional hours and days. Seeking a dynamic, creative, and experienced housing executive to lead the City's Housing & Community Development Department. Performs work of unusual difficulty in planning, organizing and administering all elements of the City's comprehensive community stabilization program, remains informed of sources of housing funding and directs efforts to compete for funds; remains apprised of housing needs of all elements of the community; serves as the advocate of affordable housing programs in the community and in local government; and integrates affordable housing programs into the City's urban planning process. The Housing Director is appointed by and reports to the City Manager and has full executive responsibility for the provision of housing services throughout the City, while directing department staff, ensuring they are sufficiently trained well organized, highly motivated, and in-house communications and effective coordination is the standard. Responsible for all housing programs and seeks funding support for creation and stabilization of housing, including: overseeing the CBDG/HOME Housing and Urban Development (HUD) Action Plan process; coordinating with MO Housing Development Commission (MHDC) programming and resources; engaging the private sector (philanthropic, financial intermediaries, financial institutions) for complementary resources; and working with City, State and Federal stakeholders for additional funding for housing. Must also be able to work with a variety of organizations and individuals to promote all aspects of housing-spanning from tenant advocacy; housing providers, developers and landlords; homeless advocates; and domestic violence agencies that offer housing for their clients. Must be a skillful motivator and negotiator in working with a wide variety of community and civic interests in the public, private, philanthropic and non-profit sectors and must develop and maintain effective working relationships with all constituencies. The Director ensures housing needs are considered in the City's urban planning process and that programs support the strategic plan. <b>REQUIRES</b> an accredited Bachelor's degree 8 years of experience in varied public programs, including 4 years of progressively responsible, administrative and supervisory experience in housing programs and/or a business setting. Must also have a demonstrated ability to establish and maintain effective working relationships with the business community, other City departments, elected and appointed officials, as well as various community groups.	\$7,567-\$14,422/month	<b>Open until filled</b>

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**RECRUITMENT INFORMATION**

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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<b>Director of Neigh. &amp; Community Serv. (Job Opening ID #513462)</b>	\$7,567-\$14,422/month	<b>Open until filled</b>
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(Neighborhoods & Community Serv. Department/Administration Division/414 East 12<sup>th</sup> Street)  
Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; however, responsibility may require additional hours and days. This is a professional, highly complex position and is responsible for the planning and overall management of the Neighborhoods & Community Services Department (NCSD). NCSD works directly with citizens to protect their quality of life and the livability of our neighborhoods. With a variety of programs both city-wide and in targeted areas, NCSD protects and sustains residential buildings, monitors nuisance businesses and responds to many types of concerns directly impacting where we all live, work and play. Work also involves the application of sound management practices in the formation, modification, improvement and implementation of departmental operational policies and regulations. Executes programs fully with almost complete independence and is responsible for the use of considerable initiative and independent judgment within the framework of established policies. There are a wide variety of services delivered through NCSD including: nuisance and property code enforcement and abatement; engagement with community and neighborhood stakeholders to re-purpose vacant and abandoned structures, including demolishing dangerous buildings that pose a public health and safety threat; ensuring that regulated businesses and industries are operating in the best interests of the public; operating the City's tow lot and coordinating with KCPD to ensure that abandoned and inoperable vehicles are towed, if needed; and serving as neighborhood liaison to address neighborhood issues. Must also have a demonstrated ability to establish and maintain effective working relationships with the business community, other City departments, elected and appointed officials, as well as various community groups. The NCSD Director is appointed by and reports to the City Manager or designee and responsible for presenting reports to the Mayor, City Council, community organizations and other stakeholders. **REQUIRES** an accredited Bachelor's degree and 8 years of experience in varied public programs, including 4 years of progressively responsible, administrative and supervisory experience in public programs and/or a business setting.

<b>Director of Parks &amp; Recreation (Job Opening ID 513459)</b>	\$7,567-\$14,422/month*	<b>Open until filled</b>
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\*starting salary dependent on qualifications

(Parks & Recreation Department/Administration Division/4600 East 63<sup>rd</sup> Street)  
Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; however, responsibility may require additional hours and days. KCMO Parks & Recreation (KC Parks) is seeking to hire an adaptive, agile, iterative leader to effectively deliver high-quality parks and recreation services, *The City of KCMO offers a great benefit package for full-time, regular status employees to include, but are not limited to medical, dental, vision, holiday pay, paid vacation/sick leave, retirement plan, life insurance, flexible spending accounts, long-term and short-term disability, long-term care, and deferred compensation plan. All positions require successful completion of a pre-employment background check. May be required to have a negative COVID-19 test result within 7 days of the hire date from the most recent test result. Having a positive result at any point for any current or potential employee will have no impact on employment status nor employment offer. Non-residents, if appointed, must establish residency within the city limits of KCMO within 9 months. The City of KCMO is an equal opportunity employer committed to a diverse workforce. EOE.*

## RECRUITMENT INFORMATION

### CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

### SALARY

### APPLICATION DEADLINE

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#### **Director of Parks & Recreation-513459 (cont.)**

focus on organizational sustainability and communicate clearly both internally and externally the value of the department. Must be a strong, collaborative leader able to combine tradition, vision, creativity, and innovation to maximize resources and foster partnerships. In addition, should be a proven leader who will understand and serve the needs of a diverse community. KC Parks consist of 221 parks, over 12,000 acres, 158 miles of trails and bikeways, 29 lakes, hundreds of athletic courts/fields, 106 playgrounds, 10 community centers, 48 fountains, 5 public golf courses. The 2021-2022 budget is approximately \$68M and covers approximately 350 full-time employees. The successful candidate will also be experienced in community engagement, performance management, delivery of high-quality planning, projects, programs and maintenance in alignment with the department's mission statement: ***"To improve the quality of life, health and wellness of our community by providing socially equitable, community-driven programming and environmentally sound natural resource management."*** The ideal candidate will have experience in parks and recreation operations and management and have demonstrated proficiency in cultural competency that enables effective working relationships in a cross-cultural environment; be a creative problem solver with a progressive approach; and have successful change management strategies in an environment where conflict, tension and uncertainty may be present; have experience with stakeholder engagement with both private and public entities; be a champion of workforce equity and diversity and have experience managing in a collective bargaining environment. Additionally, the candidate should have experience forming and maintaining public-private partnerships and the ability to develop business plans into desired outcomes for the community.

#### **Key responsibilities include:**

- Plans, designs, assigns and manages all KC Parks' programs.
- Establishes department policy, standards, rules and processes.
- Directs and engages in the preparation and execution of the department's operations and capital budgets across multiple funds. Works in conjunction with the Board President, Board, and the Parks Chief Financial Manager to represent the department's interest in budget hearings and citywide financial planning.
- Through engagement with the Board, provides strategic direction, leadership and vision for all aspects of the department.

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### Director of Parks & Recreation-513459 (cont.)

- Determines goals, benchmarks, performance measurement objectives in accordance with the comprehensive strategic plan, with an emphasis on measurable social and economic benefits to the community and contribute to an improved quality of life.

Performs related duties as assigned. **REQUIRES** a qualifying, accredited Bachelor's degree. **Preference given for 6 years of progressively responsible leadership experience in a Parks & Recreation organization of similar size and demographics; a qualifying, accredited Master's degree in public or business administration; and certification as Certified Park & Recreation Professional/Executive (CPRP or CPRE).**

<b>Equipment Operator (Job Opening ID #513236)</b>	\$14.82-\$23.16/hour	<b>Open until filled</b>
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(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)

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

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**RECRUITMENT INFORMATION**

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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**Equipment Operator-513236 (cont.)**

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.**

**Fleet Maintenance Technician  
(Job Opening ID #512599)**

\$20.62-\$26.86/hour

**Open until filled**

(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.

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**RECRUITMENT INFORMATION**

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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<b>IT Manager (Job Opening ID #513265)</b>	\$5,719-\$10,262/month	<b>Open until filled</b>
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(General Services Department/Information Technology Division/1101 Locust)  
Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Assists in planning, directing, and coordinating subordinate sections of the department as well as coordinating activities with other departments involved in computer operations and architecture projects. Provides accurate evaluation of management and systems analysis problems and for the adequacy and soundness of recommendations. Supervises and participates in the management of large, complex or enterprise-wide projects. Researches and recommends new technology, process improvements, cost reductions, and strategies to determine potential benefits for the organization as deemed appropriate. Provides executive level reporting to the CIO and other Executive Officials. Creates resource plans and utilizes effectively and efficiently to meet or exceed organization goals. Researches and recommends the upgrading of existing software applications or hardware systems as needed for desired performance and operations. Investigates replacing current systems with new systems, analyzes the adaptability of current operations and makes recommendations for replacement. Supervises and participates in the development, coordination, and approval of current and long-range plans of program accomplishments, special studies, and projects. Supervises and participates in the preparation of work plans and recommends projects and studies for inclusion in the system. Recommends the introduction of new programming and coding technologies as appropriate. **REQUIRES** an accredited Bachelor’s degree and 8 years of technology experience; OR an equivalent combination of qualifying education and technology experience. **Preference given for at least 4 years of Information Technology supervisory experience.**

<b>Lifeguard (Job Opening ID #513512)</b>	\$13.75-\$14.28/hour	<b>Open until filled</b>
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(Parks & Recreation Department/Gregg Klice Community Center/1600 “Buck” O’Neil Way)  
(Parks & Recreation Department/Tony Aguirre Community Center/2050 West Pennway)  
Several part-time & seasonal positions available. Normal Work Days/Hours: **Monday-Friday:** 6:00 a.m.-9:00 a.m. and 2:00 p.m.-6:00 pm; **Saturday:** 10:00 a.m.-2:00 p.m.; **Sunday:** 12:00 p.m.-4:00 p.m. Patrols and observes swimming pool areas. Prevents ball playing, tag games, fighting, and other infractions of rules around the pools and maintains order. Rescues swimmers who are tired or having difficulties. Applies artificial respiration or Cardiopulmonary Resuscitation (CPR) and if necessary; administers first aid to cuts and other injuries suffered by swimmers. Teaches or

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### **Lifeguard-513512 (cont.)**

assists in teaching swimming and life saving techniques. Officiates at water contests and exhibitions. Assists in sweeping, mopping, and picking up refuse in assigned pool areas and buildings. Assists in maintaining records of work activities and daily participation and in the preparation of activity reports, as necessary. **REQUIRES** applicants be at least 16 years of age and have a current lifeguard certificate or shallow water lifeguarding certificate as issued by the American Red Cross, Ellis, StarGuard, or the YMCA. 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**

(Parks & Recreation Department/Park Facility Maintenance Div./3515 Northeast 63<sup>rd</sup> 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.**

### **Maintenance Mechanic (Job Opening ID #513177)**

\$16.64-\$26.86/hour

**Open until filled**

(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)

Several full-time positions available. 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

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### Maintenance Mechanic-513177 (cont.)

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

### Maintenance Worker

\$14.82-\$23.16/hour

**Open until filled**

### (Job Opening ID #513237)

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

(Parks & Recreation Department/North Region Park Maintenance Division/1301 NE Chouteau)

(Parks & Recreation Department/South Region Park Maintenance Division/6901 Elmwood)

(Parks & Recreation Department/Central Region Park Maintenance Division/1520 West 9<sup>th</sup> Street)

(Public Works Department/Operations Division/2400 Northeast Russell Road)

(Public Works Department/Operations Division/5300 Municipal Avenue)

(Public Works Department/Operations Division/4725 Coal Mine Road)

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 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. **Parks:** Normal Work Days/Hours: work days vary, 7:00 a.m.-3:30 p.m. Performs general maintenance

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### **Maintenance Worker-513237 (cont.)**

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-Ops:** 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. Flags traffic, operates weed eater, picks up trash/debris. Participates in the construction/maintenance of streets, bridges and culverts. Prepares street potholes/depressions for asphalt patching. Shovels hot or cold asphalt mix into potholes/depressions. Rakes asphalt. Rolls and tamps asphalt. Occasionally 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. **For Parks-Central Region, preference given for a Class A CDL and experience with operating some light and heavy equipment.**

### **Planner**

\$19.82-\$33.88/hour

**Open until filled**

### **(Job Opening ID #513230)**

(City Planning & Development Dept./Development Management Division/414 East 12<sup>th</sup> Street)

Two full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. 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. May serve as division liaison on enterprise software matters. Utilizes excellent written

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### Planner-513230 (cont.)

and verbal communication skills. **REQUIRES** an accredited Master's degree in planning; OR an accredited Bachelor's degree and 1 year of professional experience in community, urban or regional planning work.

**Public Health Nurse** \$24.96-\$39.40/hour **Open until filled**  
**(Job Opening ID #512458)**

(Health Department/Communicable Disease Prevention Division/2400 Troost)

Several full-time and limited-term merit positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; however, flexibility with work schedule is essential. **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:** Serves clients across the life span. Cross trains to work in Immigration/Refugee Clinic and Adult Travel Clinic. When not in the clinic, works closely with schools and community partners. Works well with a team and some autonomy. **REQUIRES** licensure as a registered nurse as determined by the MO State Board of Nursing or a state having reciprocity with MO. 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 for bilingual candidates. For Immunization Clinic, preference also given for 1 year of experience in Med Surg.**

**Public Health Nurse Supervisor** \$28.90-\$46.29/hour **Open until filled**  
**(Job Opening ID #513395)**

(Health Department/Nurse Family Partnership 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.** Supervises a team of nurses who conduct home visits and provide education as an

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*May be required to have a negative COVID-19 test result within 7 days of hire. Having a positive result at any point for any current or potential employee will have no impact on employment status nor employment offer.*

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### **Public Health Nurse Supervisor-513395 (cont.)**

effort to improve outcomes for first time mothers and their babies. The public health nurse supervisor will be responsible for ensuring that the program maintains fidelity to the national Nurse-Family Partnership model. Duties include program planning, supervising, participating in collaborative public health initiatives across Kansas City, MO, and ongoing professional development. **REQUIRES** completion of an ADN or diploma program in nursing and 2 years of experience as a registered nurse; OR registration or certification as a nurse practitioner or nurse clinician from a program recognized by the MO State Board of Nursing. Possession of a current license or temporary permit (for transfers from other states) as a registered nurse as issued by the MO Board of Nursing. A current license must be obtained by transfers within 6 months of the date of the permit issuance. Must pass a pre-employment drug screen as prescribed by the City. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. **Preference given for an accredited Bachelor's degree in nursing and public health, maternal/child health experience.**

### **Public Health Specialist IV (Job Opening ID #513119)**

\$4,848-\$7,534/month

**Open until filled**

(Health Department/HIV Services 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 vaccination.** Provides support and oversight to case management providers. Ensures adherence to program guidelines, policies, and procedures. Provides information and educational opportunities for case managers and provides clinical support through case conferencing. Tracks system progress towards health outcome and ensure quality case management services are provided to Ryan White clients in the region. Facilitates recurring meetings to ensure coordination of care amongst sub-recipients and various stakeholders. Resolves issues and creating parity amongst subrecipient agencies. Represents the region's HIV case management needs and the interests of the Kansas City Health Department at local, state, and federal advisory groups and committees. Performs effective written and verbal communication skills, with the goal of building strong collaboration and resource networks throughout the community. Maintains well organized records and documentation. Performs independent decision making, prioritizing activities, meetings goals and objectives in a timely fashion, and managing a significant amount of project details. **REQUIRES** an accredited

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### **Public Health Specialist IV-513119 (cont.)**

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. **Preference given for an accredited Master's degree in social work (MSW) or Master's degree of Science in Nursing, or Licensed Clinical Social Worker, or individuals with experience working in Ryan White Case Management or other social service/public health agencies servicing persons living with HIV, or 5 years in medical case management with at least 2 years in an administrative capacity, or 2 years of experience working closely with individuals with HIV/AIDS and their families, or 3 years of experience in supervising (supervision of three or more staff preferred).**

### **Public Health Specialist Trainee (Job Opening ID #513385)**

\$14.82-\$23.16/hour

**Open until filled**

(Health Department/Environmental Services Division/2400 Troost Avenue)

Several full-time positions available. Normal Work Days/Hours: Varies. **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 sanitation inspections on low risk establishments (pools, childcare, lodging, food establishments). Receives onsite training to further education on Environmental Public Health and the impact it has on community. **REQUIRES** high school graduation. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **Preference given for experience in the hospitality industry (i.e. hotel/motel, swimming pools/recreational water, or childcare).**

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July 19, 2021

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
<b>Tree Trimmer (Job Opening ID #512355)</b> (Parks & Recreation Department/Forestry Division/1520 West 9 <sup>th</sup> Street) Two full-time positions available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m. Plants, sprays, prunes, removes trees along public streets and on public grounds. Operates all ranges of equipment to include, but not limited to, aerial lift trucks, hauling trucks, clam trucks, chain saws, various types of pruning saws, chippers, backhoes, log trucks, tree spades, bobcats, forklifts, stump grinders. Inspects, evaluates, reports tree-related problems. First responder to storm events and tree related emergency call out. Ascends trees with a climbing rope/saddle or aerial lift truck. Works in high and hazardous locations. Assists in training less experienced trimmers in all areas of tree related work. Work may involve the responsibility for leading/training other field personnel. Participates in a variety of tasks incidental to the work. Much of the work is hazardous and requires considerable strength and agility. Uses independent judgment when necessary to avoid possible hazards to personnel, private property, the public. <b>REQUIRES</b> 6 months of experience in tree trimming work. Must possess a valid state-issued driver's license in accordance with City of 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.	\$15.55-\$24.31/hour	<b>Open until filled</b>

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

<b>Fleet Maintenance Technician (Job Opening ID #513505)</b> (Aviation Department/Fleet Maintenance Division/125 Paris Street/KCI Airport) Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m. Completes minor adjustments and repairs on motor equipment, such as tune-ups and oil changes. Services heavy road equipment with gasoline, diesel fuel, and oil. Makes service calls to change tires on fleet equipment. Keeps garage areas clean and assists other mechanics in repairs. Picks up parts when necessary. Operates snow removal equipment when required. Performs related work as required. <b>REQUIRES</b> 3 months of semi-skilled experience in automotive repairs; OR an equivalent combination of education and experience which may include the successful completion	\$20.62-\$26.86/hour	<b>July 19, 2021</b>
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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### **Fleet Maintenance Technician-513505 (cont.)**

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 the City of KCMO policies. Must 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 MO Inspector Mechanic permit by 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.

**Airport Engineer** \$4,230-\$7,534/month **July 26, 2021**  
**(Job Opening ID #513555)**

(Aviation Department/Planning and Engineering Division/KCI Airport/601 Brasilia Avenue)  
Full-time position available. Normal Work Days/Hours: Monday- Friday, 8:00 AM- 5:00 PM. This position is in charge of review of design and construction of airport facilities and projects. Reviews, manages and directs design work of consulting architects and engineers retained by the department and reports to the Deputy Director on the yearly capital program and priorities; provides technical approval for the work; reviews and manages contracts and bid proposals from an engineering standpoint. Serves as the project manager on aviation facilities and building projects using Bluebeam, Procore or Fieldwire. **REQUIRES** an accredited Bachelor's degree in engineering and 3 years professional experience in the design and construction of airport facilities. 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. Must complete a preemployment drug screen as prescribed by the City. **Preferences given to candidates with experience using AutoCADD, Navisworks or Sketchup design software.**

**IT Senior Specialist** \$4,945-\$8,833/month **July 26, 2021**  
**(Job Opening ID #513544)**

(Aviation Department/Information Technology Division/KCI Airport/601 Brasilia Avenue)  
Full-time position available. Normal Work Days/Hours: Monday- Friday, 8:00 AM- 5:00 PM. Maintains the integrity of the Aviation Department server environment. Manages all of the Department's physical and virtual servers at the KCI data center(s) and current disaster recovery site. Updates and maintains all servers used for various applications including, but not limited to, the Flight Information Display System (FIDS,) Airport Business Manager (ABM) and Airport  
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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### IT Senior Specialist-513544 (cont.)

Operational Database (AODB) servers. Maintains the EMC (VCE) VBlock and EMC VxRail System, EMC Avamar backup solution and the EMC Recover point SAN replication solution. **REQUIRES** an accredited Bachelor's degree and 5 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. **Preference given to candidates with experience in Disaster Recovery, Virtualization, or SAN.**

**IT Senior Specialist** \$4,945-\$8,833/month **July 26, 2021**  
**(Job Opening ID #513546)**

(Aviation Department/Information Technology Division/KCI Airport/601 Brasilia Avenue)  
Full-time position available. Normal Work Days/Hours: Monday- Friday, 8:00 AM- 5:00 PM. Manages the Aviation Department's operational software systems. Daily oversight of staff managing 20+ custom applications and modifications to include development, implementation, training, deployment, ongoing maintenance and report writing of accounting, payroll, work order, inventory, fueling and website systems. Oversight of on-premises, cloud based and hosted solutions. Oversight of all active database's consisting of MS SQL and Oracle. Participates in IT operational planning meetings for large scale construction projects. **REQUIRES** an accredited Bachelor's degree and 5 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. **Preference given to candidates with experience in Visual Studio OR MSSQL databases.**

**IT Specialist** \$4,400-\$7,534/month **July 26, 2021**  
**(Job Opening ID #513548)**

(Aviation Department/Information Technology Division/KCI Airport/601 Brasilia Avenue)  
Two full-time positions available. Normal Work Days/Hours: Monday- Friday, 8:00 AM- 5:00 PM. 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  
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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### **IT Specialist-513548 (cont.)**

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. 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, web servers, and all other servers managed by the Aviation I.T. Division as well as managing MS Windows Domain users and groups and Domain policies. Administration of MS Azure environment for hosted solutions as well as all on-premises solutions. Ensures all servers are updated and kept up to date as well as scheduling maintenance windows while maintaining uptime as much as possible. Consults, documents, gathers data, maintains and makes recommendations to upper IT management regarding updates and upgrades to the entire server environment. **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.

### **Maintenance Superintendent (Job Opening ID #513567)**

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

**July 26, 2021**

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

Full-time position available. Normal Work Days/Hours: Monday- Friday, 7:00 AM- 3:30 PM. This position serves as the KCI Facilities Custodial division head and oversees the custodial care of the airport terminals and all of the aviation facilities. Plans, directs, assigns, and supervises the various technical, skilled and unskilled trades, and administrative support involved in maintenance activities, custodial care; establishes program goals, status reports; reviews, revises and compiles budget for custodial upkeep. **REQUIRES** high school graduation and 6 years experience in maintenance and repair of buildings and/or infrastructure, including 3 years supervisory experience. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. For Aviation's position, must possess a valid state-issued driver's license in accordance with the City of KCMO policies. Must successfully complete a 10-year FAA

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### **Maintenance Superintendent-513567 (cont.)**

background check. **Preference given to candidates with progressive experience in maintaining a large public or industrial facility and supervising a diverse staff.**

### **Maintenance Superintendent (Job Opening ID #513578)**

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

**July 26, 2021**

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

Full-time position available. Normal Work Days/Hours: Monday- Friday, 7:00 AM- 3:30 PM. This position serves as the KCI Facilities Structural division head and oversees skilled work at the journeyman level in several of the crafts, particularly those of the HVAC mechanical and electrical variety. The functions of this division include, but are not limited to, alterations, construction, maintenance, inspection, repair and servicing of structures, systems, infrastructure equipment owned by the City, which also includes a Central Utilities plant containing 8 stand-alone boilers, HVAC air handlers, mixing boxes, household style AC units, ground source heating and cooling, chilled water piping and pumps. This division is responsible for setting up preventative maintenance schedules and monthly reporting on all equipment, troubleshooting and repairing all systems in a timely manner to ensure smooth operation of the airport. **REQUIRES** high school graduation and 6 years experience in maintenance and repair of buildings and/or infrastructure, including 3 years supervisory experience. Must pass a pre-employment drug screen and 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. **Preference given to candidates with experience in Maximo and/or asset management or experience with building automation systems.**

### **Customer Service Supervisor (Job Opening ID #513593)**

\$18.24 – \$29.44/hour

**August 2, 2021**

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

Several full-time positions available. Normal Work Days/Hours: Thursday-Monday 2:00 p.m.-10:30 p.m., Sunday-Thursday 10:00 p.m.-6:30 a.m. or Saturday-Wednesday 6:00 a.m.-2:30 p.m. Assigned shift will be based on operational needs. Responsible for the supervision and direction of Airport Security Dispatchers (ASD's); supervises, directs, and participates in security, safety and protection activities of the ASD's. Organizes work activities including scheduling, assigning and reviewing work of the ASDs. Interviews, hires, trains, disciplines, and evaluates the ASDs in their command. Responds in emergency situations, recognizes the importance of established policies

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## RECRUITMENT INFORMATION

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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### **Customer Service Supervisor-513593 (cont.)**

and procedures, processes complaints, and ensures effective security on airport property. Communicates with airport tenants and the traveling public for an effective resolution of various situations such as emergencies, complaints, police issues, routine service and related requests. **REQUIRES** an accredited Bachelor's degree in business or public administration or a related area and 2 years of responsible customer service experience OR An equivalent combination of education and responsible customer service experience (experience substitution for education must be at the level of the City's Customer Service Representative or higher). Must pass a psychological examination as prescribed by the City. Must successfully complete a 10-year FAA background check.

### **Maintenance Electrician (Job Opening ID #513598)**

\$18.24-\$29.44/hour

**August 2, 2021**

(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.

### **Senior Engineering Technician (Job Opening ID #513581)**

\$21.88-\$35.31/hour

**August 2, 2021**

(Aviation Department/Planning and Engineering Division/KCI Airport/601 Brasilia Avenue)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 AM-5:00 PM. Performs advanced planning, engineering and architectural applications under the guidance and supervision of the Principal Engineering Technician. Prepares drawings, details, exhibits and maps

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### **Senior Engineering Technician-513581 (cont.)**

for a variety of city and FAA-funded projects at the Kansas City International and Charles B. Wheeler Downtown Airports including airfield expansion projects, landside development projects, terminal building improvements, tenant modifications, utility mapping and relocation, excavation permits and airside/landside facility asset management. Provides technical support to outside City departments and internal divisions of the Aviation Department including Operations, Facilities and Structural, Field Maintenance and Properties & Commercial Development. Works closely with consultants, design professionals and contractors. Reviews record drawings and maintains accurate sorting, filing and management systems for as-built and record drawings. Incorporate Aviation Department computer aided drafting and design (CADD) standards into plan and record drawings for landside and airside projects including the new terminal building. Assists with the integration of BIM/REVIT files for the new terminal building project. Performs necessary and related duties as required. **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 an acceptable combination of qualifying education and experience; 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. 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. **Preference given to candidates with experience in AutoCAD, MicroStation, Autodesk Civil 3D, Autodesk Rivot, Building Information Modeling (BIM) and/or Maximo Asset Management software.**

### **Maintenance Repairer**

\$14.82-\$23.16/hour

**August 9, 2021**

### **(Job Opening ID #513592)**

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

Two full-time positions available. Normal Work Days/Hours: Wednesday-Sunday, 8:00 a.m.-4:00 p.m. or Monday-Friday 7:00 a.m.-3:30 p.m. Performs basic tasks in the installation, repair and maintenance of electrical equipment, plumbing and general maintenance, monitors boilers and HVAC equipment. **REQUIRES** completion of a trade school or a shop training program; OR 6

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### **Maintenance Repairer-513592 (cont.)**

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

### **Security Officer**

\$14.42-\$18.88/hour

**August 9, 2021**

### **(Job Opening ID #513590)**

(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 City of KCMO policies. Must successfully complete a 10-year FAA background check. If moving from a non-safety sensitive position, must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

### **Deputy Director of Aviation**

\$6,368-\$15,858/month

**September 13, 2021**

### **(Job Opening ID #513565)**

(Aviation Department/Commercial Development Division/KCI Airport/601 Brasilia Avenue)

Full-time position available. Normal Work Days/Hours: Monday- Friday, 8:00 AM- 5:00 PM. This is a senior level position focused on executing strategies toward goal accomplishment and customer service objectives involving revenue management activities, concession programs, growth

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July 19, 2021

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## RECRUITMENT INFORMATION

**CLASSIFICATIONS AND  
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### **Deputy Director of Aviation-513565 (cont.)**

initiatives, airport real estate, leasing and parking revenue. This position oversees business assets, coordinates airport asset development priorities including business objectives, financial forecasts, operational projections, budget and work practices. Interfaces with division heads, law department, local and regional development agencies, airport managers, airlines, concessionaires, tenants, and other airport customers. Initiates, negotiates, reviews and analyzes contracts and other agreements for conformity to standard lease terms, rental rates, and business terms. Acquires property and manages, establishes and implements policies relating to property acquisition. Illustrates documents including requests for qualifications, requests for proposals, requests for bids, consultant and professional agreements, concession agreements (rental car, food and beverage, news and gift, etc.), real estate agreements, easements, rights-of-way, facility maintenance and general services agreements, special events, real estate appraisals, ordinance request and fact sheets. Leads efforts to promote the Airport as an attractive and profitable commercial center through the development of additional commercial space by maintaining and encouraging a business-friendly climate. Leads, promotes and articulates the Department's commitment to expansion of customer service and improving airline and other tenant relationships. Serves as Risk Manager for liability and property insurance. Manages and oversees all staff members in the Commercial Development, Risk Management and Parking divisions; establishes task ownership and accountability; coaches and counsels staff; responds and encourages ideas and perspectives; resolves situations, conflicts, and delivers successful interventions; completes annual performance evaluations. **REQUIRES** an accredited Bachelor's degree in accounting, aviation management, business or public administration, real estate management, economics, finance or related field and a minimum of 5 years of professional experience in business development, property management, contract management, aviation management or related field. Must successfully complete a 10-year FAA background check. **Preference given for an accredited Master's degree in one of the degree fields listed above.**

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**RECRUITMENT INFORMATION**

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
<b>Airport Police Officer (Job Opening ID #512699)</b>	\$15.66-\$31.11/hour* *without a MO Post A certification \$18.46-\$31.11/hour** **with a MO Post A certification	<b>Open until filled</b>

(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.**

<b>Airport Security Dispatcher (Job Opening ID #512698)</b>	\$15.06-\$24.31/hour	<b>Open until filled</b>
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(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 shift based on seniority. Receives information concerning operations and security. Dispatches personnel and maintains records as well as police-related 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

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**RECRUITMENT INFORMATION**

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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**Airport Security Dispatcher-512698 (cont.)**

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 quickly and calmly in emergency situations. Transmits messages clearly and accurately via radio and telephone. **REQUIRES** high school graduation and 1 year of experience in the operation of radio transmitting and receiving equipment. 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 psychological evaluation as prescribed by the City.

**Building Maintenance Worker** \$14.82-\$23.16/hour **Open until filled**  
**(Job Opening ID #512268)**

(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** \$14.82-\$23.16/hour **Open until filled**  
**(Job Opening ID #512037)**

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

Several 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

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### **Bus Operator-512037 (cont.)**

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 of experience driving multi-passenger motorized vehicles with a capacity of 15 passengers or more; OR an equivalent combination of qualifying education and/or experience. Must possess a valid Class B CDL. Will be required to obtain passenger endorsement and airbrake qualification within the first 30 days employment. 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 for passenger endorsement and airbrake experience.**

### **Maintenance Mechanic (CUP) (Job Opening ID #512701)**

\$16.64-\$26.86/hour

**Open until filled**

(Aviation Department/Central Utility Plant/9796 Northwest 112<sup>th</sup> 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 division 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, lubrication. Maintains equipment by tightening fittings, repacking bearings, replacing packing glands, gaskets, valves, recorders, gauges. Cleans/replaces burners or other components using hand/power tools. Oils/lubricates equipment. Performs water tests. Pours chemical additives such as water softener, into treatment tank or lines to prevent scale buildup, to clean boilers/chillers. Records operation/maintenance actions taken during shift in logbook. **REQUIRES** high school graduation and 4 years of experience in a variety of

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### **Maintenance Mechanic-512701 (cont.)**

mechanical crafts and trade; OR an equivalent combination of qualifying education and 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 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** \$16.64-\$26.86/hour **Open until filled**  
**(Job Opening ID #512702)**

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

Full-time position available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m.; Must be available at all times of the day for emergency snow events. Serves as first line responder to fulfill mechanical and HVAC needs of facilities. Provides service, repair, maintenance of terminals/outer buildings. Performs general maintenance tasks such as plumbing, electrical, drywall, painting, carpentry, machinery maintenance. Maintains/operates snow removal equipment, forklifts, man lifts, loaders. Inspects, repairs, maintains facilities systems, i.e. boilers, hot water and steam lines, air compressors, water feed lines, plumbing fixtures. Performs carpentry work, mason & concrete patching/filling. Replaces piping, valves, other worn or damaged parts on boilers. Repairs/maintains machinery and equipment used in daily operations of a multi-storied office complex. Performs remodeling duties such as framing, installing drywall, installing plumbing fixtures/water lines. Performs welding repairs on buildings/equipment. 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 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** \$16.64-\$26.86/hour **Open until filled**  
**(Job Opening ID #512703)**

(Aviation Department/Field Maintenance Division/154 Tokyo Street/KCI Airport)

Several full-time positions 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

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**RECRUITMENT INFORMATION**

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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**Maintenance Mechanic-512703 (cont.)**

streets, sidewalks, parking lots, and airfield aprons, taxiways, and runways. Installs and repairs May 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** \$14.82-\$23.16/hour **Open until filled**  
**(Job Opening ID #513371)**

(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.

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**RECRUITMENT INFORMATION**

**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.**

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**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.***

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**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.**

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