



## HUMAN RESOURCES DEPARTMENT

City of Kansas City, Missouri

12th Floor, City Hall

Kansas City, MO 64106

(816) 513-1903

September 21, 2020

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### RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
<b>Administrative Assistant (Job Opening ID #512669)</b> (Health Department/Healthy Homes Division/2400 Troost) Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. <b>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.</b> Assists walk-in and phone customers, reviews submitted applications, including accepting all required supporting documents and payments. Assists with payments, provides receipts, log payments and prepares deposits for fiscal office daily. Provides calculator slip to Manager daily with the total amount of daily deposit. Maintains tenant complaints by entering into the 311 system and internal database daily. Schedules complaint inspections on public health specialist calendar. Prepares and delivers outgoing mail to the 4 <sup>th</sup> floor by 9 a.m. daily. Maintains inventory stationary/forms and general storage rooms, including stocking shelves and alerting Manager to forms and supplies needed. Files and scans program documents daily, including copies of permits and inspection reports. Tracks outstanding re-inspection fees due. Assists in preparation for meetings and trainings as requested. Follows up with incomplete applications daily, including making phone calls and checking for payments or supporting documents received. Processes all mail daily including applications, payments, and other mail to Manager. Performs related duties as required. <b>REQUIRES</b> high school graduation and 3 years of increasingly responsible, secretarial and/or clerical experience; OR an equivalent combination of qualifying education and experience. <b>Preference given for bilingual (English/Spanish) candidates.</b>	\$15.06-\$24.31/hour	<b>September 21, 2020</b>
<b>Municipal Court Bailiff (Job Opening ID #512684)</b> (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. 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 the instructions of a Municipal Judge. Supervises and ensures the safety and wellbeing of prisoners taken into custody. Assists a Municipal Judge in preparing court sessions and in the orderly processing of cases during court session. Summons defendants and <i>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. 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.</i>	\$14.35-\$23.16/hour	<b>September 21, 2020</b>

**RECRUITMENT INFORMATION****CLASSIFICATIONS AND  
MINIMUM QUALIFICATIONS****SALARY****APPLICATION  
DEADLINE****Municipal Court Bailiff-512684 (cont.)**

prisoners as their cases are called. Maintains the general order and discipline of an assigned courtroom. Prepares routine reports, records and court documentation. Prepares incident reports on accidents or possible criminal behavior in the courthouse. Performs routine clerical work in the court. **REQUIRES** high school graduation and 3 years of experience in 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.

**Fire-Medic**

\$3,287-\$6,786/month\*

**October 5, 2020****(Job Opening ID #512664)***\*Up to \$7,000 in incentives after successful completion of specific requirements.*

(Fire Department/Location Varies)

Several full-time positions available. Normal Work Days/Hours: Work days & hours vary. Responsible for all patient care (Advanced as well as Basic Life Support) according to patient care modalities in accordance with all applicable federal, state and local laws, regulations, statutes, and protocols. Documents patient medical records including completing the MARF in its entirety. Provides direction to other crew members, as it pertains to patient care. Serves as an emergency responder in the mission areas of fire protection, rescue services and hazardous materials response. Responds to alarms of fires or other emergencies with a pumper company. Operates assigned pumps, aerial ladders and auxiliary equipment. Lays and connects hose and directs fog, chemical, and water streams. Raises and climbs ladders and uses chemical extinguishers, bars, hooks, lines, and related equipment. Responds to emergency calls for drowning's, inhalator cases, accidents and natural or other catastrophes and removes persons from danger. Administers emergency medical care per procedures prescribed by Emergency Medical Services Director and to the individual's standard of training as a Paramedic. Participates in fire drills and attends classes in firefighting, emergency medical care, and related subjects. Inspects buildings and premises for compliance with fire prevention ordinances for pre-planning and familiarization activities and delivers public education material. Performs general custodial work in the upkeep of departmental apparatus, equipment and structures. Participates in special details for pumping flooded basements, tracing dangerous gas leaks or smoke. When assigned to airport duty as a member of the fire and rescue squad, responds to all aircraft emergencies, such as potential hazardous landings, aircraft fires, crashes, and airport structural fires. Receives specialized training for aircraft familiarization and firefighting techniques applicable to combating aircraft fires and crashes. **REQUIRES** high school diploma or possession of a state-issued GED/HiSET. Must be 18 years of age by October 5, 2020. Must not have turned 30 years of age prior to October 5, 2020. Must possess a valid driver's license at time of application and appointment. Must possess a valid Missouri State Paramedic License or

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### **Fire-Medic-512664 (cont.)**

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 Kansas City, MO within nine 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.**

<b>Park Ranger</b>	\$16.35-\$17.31/hour*	<b>November 23, 2020</b>
<b>(Job Opening ID #512556)</b>	\$16.35-\$25.96/hour**	

(Parks & Recreation Department/Park Ranger Division/4600 East 63<sup>rd</sup> Street)

Limited-term contract position available. Normal Work Days/Hours: Work days vary/**Day shift:** 8:00 a.m.-5:00 p.m.; **Evening shift:** 3:00 p.m.-1:00 a.m. Assists the Director of Parks & Recreation in the security, control, management and protection of all KCMO parks, park property, boulevards, roadways within the parks, community centers and all wildlife and natural/cultural resources of the park. Assures the convenience and safety of all persons using the KCMO parks as permitted by city ordinance. Educates the public regarding park rules and regulations, proper use of park facilities and park natural resources. Issues General Ordinance Summonses (GOS) and Uniform Traffic Tickets (UTT) when required. Prepares incident reports and other reports as required to document and notate incidents, damage, theft, etc. Directs traffic when needed as conditions may require. Performs reasonable steps to obtain needed medical, rescue or other emergency assistance in the event of emergencies involving illness or injury, or danger to life. Removes motor vehicles or trailers parked in violation of any city ordinance relating to the parking of a motor vehicle or a trailer or require the driver or other person in charge of the vehicle to do so. Removes persons who are in violation of any law, or the rules and regulations of the director of parks and recreation, or in any other way endangering the safety or property of others. Provides support to other divisions and law enforcement agencies as required. **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 as prescribed by the City. Must be eligible to obtain a class A private officer's commission as issued by the KCMO Police Department. **Must meet one of the following 3 requirements:** (1) Graduated in good standing and be in possession of a certificate of completion from an accredited civilian police academy whose curriculum consisted of at least 470 hours of law enforcement training to include handgun training at the

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### **Park Ranger-512556 (cont.)**

federal, state or local level; (2) Graduated in good standing and be in possession of a certificate of completion from a military police training/MP advanced individual training or other military MOS that involves law enforcement, criminal investigation or security patrol on military installations that included handgun training; (3) At least 7 years of experience as a private security officer, including 3 as an armed security officer in good standing. **Preference given for a background in park police and/or park security patrol, have parks and recreation experience, have an accredited degree in a parks and recreation related field and can exhibit a strong general knowledge of the natural environment.**

*\*Salary with health insurance/\*\*Salary without health insurance*

### **Budget Officer**

\$6,368-\$12,175/month

**Open until filled**

#### **(Job Opening ID #512691)**

(Finance Department/Budget 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. Performs highly responsible professional, administrative, managerial work in directing all activities of the Budget Division under the direction of the Director of Finance. Prepares, administers, presents the City's \$1.7 billion operating and capital budget. Monitors/reports on the current budget, including required quarterly reporting. Oversees budget transfers. Develops/tracks goals, objectives, strategies for the Citywide Business Plan. Prepares the 5-year financial plan. Reviews financial implications of City policies and programs. Prepares the 5-year Capital Improvements Plan, including the coordination of the activities of the Public Improvements Advisory Committee (PIAC). Coordinates public engagement activities designed to seek resident input. Advises management and elected officials regarding overall funding strategies for various policies and programs. Ensures all ordinances are in compliance with financial policies. Maintains the City's budget/performance management system and FundKC. Identifies and ranks the City's core functions and funding levels/requirements for the implementation of performance-based budgeting. Manages 12 full-time staff. **REQUIRES** an accredited Master's degree in public or business administration, finance, accounting, or related field, and 6 (OR an accredited Bachelor's degree in one of the listed fields and 8) years of progressively responsible, professional experience in public or business administration, including 3 years of supervisory experience at the level of the City's Senior Analyst or higher. **Preference given to GFOA Certified Public Finance Officer (CPFO) or ICMA Credentialed Manager (CM).**

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<p><b>Community Health Worker</b> <b>(Job Opening ID #512603)</b> (Health Department/Aim 4 Peace Division/2400 Troost)</p> <p>Three limited-term contract positions with benefits available. Normal Work Days/Hours: Varies; non-traditional hours including evenings and weekends. <b>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.</b> Aim4Peace is a comprehensive public health strategy designed to reduce violence by supporting people active in their community and connecting residents to social service resources. Responsible for interrupting violence and engaging high-risk individuals between the ages of 16-40, who may have a history of criminal activity and/or gang involvement, to promote the peaceful resolution of interpersonal conflicts. Must be committed to the Aim4Peace mission and public health approach to preventing violence in the target areas. Must have street savvy and strong credibility to work in urban settings to establish and maintain relationships within the targeted areas. Helps to prevent shootings and weapons-related violence. Obtains and maintains a caseload of 15 clients within 3 months of hire. Frequently works with confidential data that is needed to carry out responsibilities. Completes all other duties as assigned and relates to violence prevention activities. Demonstrates a commitment and flexibility to the continuous quality improvement of programmatic goals and objectives. <b>REQUIRES</b> high school graduation or state-issued GED/HiSET. Bi-lingual ability a plus, but not required.</p>	\$12.50-\$18.00/hour	<b>Open until filled</b>
<p><b>Contact Tracer</b> <b>(Community Health Worker)</b> <b>(Job Opening ID #512448)</b> (Health Department/Communicable Disease Prevention Division/2400 Troost)</p> <p>Several limited-term contract positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. <b>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.</b> Assists with investigation, contact tracing, and tracking around positive COVID-19 cases. Most work will involve telephone follow-up directly with cases, contacts to cases, medical providers as well as the general public. Proficiency with computers and clear, detailed written documentation is also necessary. Responsible for direct data entry into various computer systems. Handles confidential information with extreme discretion. Uses excellent interpersonal skills to interact professionally with culturally diverse individuals during a time of crisis and distress. Critical thinking, sound judgement and excellent organizational and</p>	\$18.00/hour	<b>Open until filled</b>

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### Contact Tracer-512448 (cont.)

communication skills are essential. **REQUIRES** high school graduation; OR an equivalent combination of qualifying education and experience. **Previous public health experience and/or proficiency in English and a second language is a plus.**

### Council Aide

\$2,865-\$4,886/month

**Open until filled**

### (Assistant to Elected Official)

### (Job Opening ID #512631)

(City Council/Third District/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. Will be called upon to work outside these “core” work days/hours. Provides highly responsible, professional and confidential work assisting an elected official in a wide range of administrative and liaison services. Provides sophisticated calendar management for Councilwoman. Prioritizes inquiries and requests while troubleshooting conflicts. Makes judgements and recommendations to ensure smooth day-to-day engagements. Acts as a liaison and provides support to the 3<sup>rd</sup> District Meetings. Arranges and handles all logistics for meetings and events (i.e., schedules meetings; drafts agendas; develops/compiles/distributes presentation materials; and records meeting minutes). Adheres to compliance with applicable rules and regulations set forth. Completes a broad variety of administrative tasks that facilitate the Councilperson’s ability to effectively lead the 3<sup>rd</sup> District, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports. Serves as the primary point of contact for internal and external constituencies on all matters pertaining to the councilwoman, including those of a highly confidential or critical nature. Prioritizes and determines appropriate course of action, referral, or response, exercising judgement to reflect Councilwoman’s style and City policy. Works closely with the Councilwoman to keep her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the councilwoman updated. Anticipates Councilwoman’s needs in advance of council meetings, etc. Provides "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the Councilwoman and staff, demonstrating leadership to maintain credibility, trust, and support with the City Council members. Works with the Councilwoman to coordinate outreach activities. Follows up on contacts made by the Councilwoman to cultivate ongoing relationships. Provides event management support as requested. Provides hospitality to all guests and helps to create a welcoming environment. Answers main phone line and responds to inquiries. Processes and distributes daily mail. Invests in building

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### **Council Aide-512631 (cont.)**

long-lasting relationships both externally and internally. Performs other projects/duties as assigned for the overall benefit of the 3<sup>rd</sup> District office. Must possess the following competencies:

- Strong ability to execute work with a diversity, equity, and inclusion lens;
- Expert proficiency with Microsoft Office and desktop publishing software; ability to design
- Strong problem-solving skills;
- Strong verbal and written communication skills;
- Exceptional organizational skills and impeccable attention to detail;
- High degree of professionalism in dealing with diverse groups of people, including Council members, senior executives, staff, community leaders, and donors;
- Make appropriate, informed decisions regarding priorities and available time;
- Ability to complete a high volume of tasks and projects with little or no guidance;
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround;
- Ability to maintain a high level of integrity and discretion in handling confidential information;
- Excellent judgment is essential; and
- Ability to switch gears at a moment's notice.

**REQUIRES** an accredited Bachelor's degree. **Prefer significant executive support experience, including supporting C-level executives. Nonprofit board experience is highly-preferred.**

<b>Equipment Operator</b>	\$14.35-\$23.16/hour	<b>Open until filled</b>
<b>(Job Opening ID #512400)</b>		

(Neighborhoods & Housing Services Department/Solid Waste Division/5300 Municipal)

Several full-time positions available. 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 and other equipment used for mowing. Operates 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. **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

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### Equipment Operator-512400 (cont.)

Missouri 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. **Preference given to those who possess a valid Class B MO Commercial Driver's License.**

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

\$20.62-\$26.86/hour

**Open until filled**

(General Services Department/Fleet Services Division/5300 Municipal Avenue)

Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 3:30 p.m.-12:00 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.

### Hospital Responder (Job Opening ID #512604)

\$18.00-\$22.00/hour

**Open until filled**

(Health Department/Aim4Peace Division/2400 Troost)

Limited-term contract position available. Normal Work Days/Hours: Various and weekends. **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.** Responds to Hospital Emergency Department related to patients injured by violence. Responds to hospital referrals providing case management services. Communicates with patient family members and other visitors to diffuse further violence and provide wrap around case management and/or services as needed. **REQUIRES** high school graduation.

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**RECRUITMENT INFORMATION**

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
<p><b>Maintenance Worker</b> <b>(Job Opening ID #512342)</b> (Neighborhoods &amp; Housing Services Department/Solid Waste Division/5300 Municipal) (Parks &amp; Recreation Department/North Region Park Maintenance Division/1301 NE Chouteau) (Parks &amp; Recreation Department/South Region Park Maintenance Division/6901 Elmwood) Several full-time and part-time positions available. Normal Work Days/Hours: Monday-Friday, 6:30 a.m.-3:00 p.m. (some weekends). <b>NHSD:</b> 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. <b>Parks:</b> Performs general maintenance and some equipment operations. Performs grass mowing, groundwork for landscaping, playground repairs, shelter cleaning, walking trail installations and repairs, tree and limb removal, daily trash removal with packer truck, hauling, and snow operations. Performs litter control, landscape maintenance, graffiti removal, operating tractors, riding mowers, skid loaders, flatbed 2-ton trucks, packer trucks, and a variety of power and manual hand tools and performs general maintenance for parks. <b>REQUIRES</b> high school graduation; OR 6 months of experience in general labor. May be required to possess a valid state-issued driver's license in accordance with City of KCMO policies. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.</p>	\$14.35-\$23.16/hour	<b>Open until filled</b>
<p><b>Public Health Nurse</b> <b>(Job Opening ID #512344)</b> (Health Department/Nurse Family Partnership Division/2400 Troost) (Health Department/Communicable Disease Prevention Division/2400 Troost) (Health Department/Public Health Preparedness 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. <b>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.</b> <b>Nurse Family Partnership:</b> Seeking RN experienced and trained in Maternal and Child Health to provide home visits to first-time pregnant mothers through the Building Blocks of Missouri/Nurse-Family Partnership program. Delivers skilled education and guidance which focuses simultaneously on the mother's personal health, environmental health, life course development, the maternal role, family and friends, and quality of caregiving. Home visits begin prior to the 28<sup>th</sup> week of pregnancy and continue for two years after the child is born. Maintains a caseload of 25</p>	\$24.96-\$39.40/hour	<b>Open until filled</b>

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### Public Health Nurse-512344 (cont.)

clients and see families at home every 1-2 weeks, and must be able to travel in Jackson, Cass, Clay, Johnson, Lafayette, Platte, and Ray counties in the Kansas City area. Learns and adheres to national and state standards prescribed for this evidence-based program. **Tuberculosis Clinic:** Performs nursing care and case management of patients with latent tuberculosis infection and active TB disease. Works in concert with Disease Investigative Specialist to provide appropriate assessment, planning, intervention, evaluation and documentation of case management activities. Possesses the willingness to work in the following areas: Immunization, and Sexual Health clinics, as training in these areas may be a requirement. **Immunization Clinic:** The Immunization Clinic serves clients across the life span. Cross trains to work in the Immigration/Refugee clinic and the Adult Travel Clinic. When not in the clinic, works closely with schools and community partners. Works well with a team and some autonomy. **Sexually Transmitted Disease Clinic:** Performs work directed towards the goals of risk assessment, risk reduction, and optimal sexual health status for individuals, families and communities with the Sexually Transmitted Disease Clinic. Works with Disease Intervention Specialists to facilitate and navigate referrals and provide case management for individuals with high-risk behavior. Represents the department as a designated specialist or spokesperson for area of assignment in a wide range of contacts. Establishes and maintains effective working relationships with individuals in other department programs, state and local agencies and the community. Must be able to work in diverse environments as cross training in all Public Health Clinic areas will occur. **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 Nurse Family Partnership, preference for an accredited Bachelor's degree in nursing, background in Maternal & Child Health, or those who are bilingual. For TB & Immunization Clinics, preference for bilingual candidates. For Immunization Clinic, preference also given for 1 year of medical-surgical experience.**

<b>Public Health Specialist</b>	\$18.24-\$29.44/hour	<b>Open until filled</b>
<b>(Job Opening ID #512477)</b>		

(Health Department/Environmental Services Division/2400 Troost)

Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. **As a condition of employment with the City of KCMO Health Department, all new employees will be required to submit or provide documentation of receiving an influenza (Flu) Vaccination.** Conducts routine, follow-up, emergency response, complaint, temporary event

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### **Public Health Specialist-512477 (cont.)**

inspections on approximately 3,000 food establishments, mobile units and push carts, 600 pools, 100 lodging establishments, 419 childcare facilities. Administers the City's noise/smoking ordinance. Assists in educating the public on public health laws/regulations including teaching pool operator and food handler training classes. Reviews plan submittals for new/existing facilities to ensure each establishment is in compliance with local health regulations/codes. Performs other assigned duties. **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. **Preference given for experience in the hospitality industry (i.e. food service, hotel/motel, swimming pools/recreational water, childcare) or prior facility inspection experience.**

<b>Public Health Specialist (Job Opening ID #512452)</b>	\$18.24-\$29.44/hour	<b>Open until filled</b>
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(Health Department/Public Health Preparedness Division/2400 Troost)

Several full-time limited-term positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work varied hours to respond to this public health emergency. **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.** Highly responsible position that involves great initiative and follow-through. Substantial use of computer programs and applications is required to complete various tasks that include researching, conducting and documenting investigations/interviews with individuals who have been diagnosed with various communicable diseases (including COVID-19). Provides educational presentations and assists in community outreach events. Conduct field visits, medical record searches, and solicit medical information from mandated sources, including interviewing clients in their home as necessary to obtain required information. All information handled is strictly confidential. Uses excellent verbal and written communication skills. Enters data into numerous databases. Must be very familiar with data management. May require wearing 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

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### **Public Health Specialist-512452 (cont.)**

combination of qualifying education and experience. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **Preference given for knowledge of infectious diseases and/or proficiency in English and a second language.**

<b>Public Health Specialist Trainee (Job Opening ID #512136)</b>	\$14.35-\$23.16/hour	<b>Open until filled</b>
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(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 (i.e., 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).**

<b>Public Health Specialist Trainee (Job Opening ID #512449)</b>	\$14.35-\$23.16/hour	<b>Open until filled</b>
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(Health Department/Public Health Preparedness Division/2400 Troost)

Several limited-term merit positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work varied hours to respond to this public health emergency. **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.** Assists with investigation, contact tracing, and tracking around positive COVID-19 cases. Most work will involve telephone follow-up directly with cases, contacts to cases, medical providers as well as the general public. Proficiency with computers and clear, detailed written documentation is necessary. Enters data into various computer systems. Handles confidential information with extreme discretion. Uses excellent interpersonal skills. Possesses the ability to interact professionally with culturally diverse individuals during a time of crisis and distress. Critical thinking, sound judgement, excellent organizational and communication skills are essential. May be required to wear 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. **REQUIRES** high school graduation. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **Preference given for public health experience and/or proficiency in a second language.**

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**RECRUITMENT INFORMATION**

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
<p><b>Public Health Statistician (Job Opening ID #512668)</b> (Health Department/CEPA Division/2400 Troost)</p> <p>Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. <b>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.</b> Devises and develops procedures for the reporting and recording of statistical data. Develops reporting forms and procedures for on-line processing of data. Provides background information for research projects. Analyzes tabulated data. Plans and prepares forms for detailed and summary tables reporting results of research studies. Constructs illustrative charts for graphic expression of tabular data. Prepares periodic statistical reports to summarize departmental activities. Gathers, reports and analyzes public health, demographic, sociological, and other statistical data. Reviews and analyzes reports for accuracy and completeness. Corresponds with and visits reporting organizations and agencies to alleviate reporting problems. Applies statistical techniques such as computation of averages, percentages, distributions, standard errors, linear and non-linear equations of relationships and correlation coefficients. Interprets results of statistical analyzes; prepares written reports. <b>REQUIRES</b> an accredited Bachelor's degree in public health, biological sciences or related field including 15 hours in statistics, mathematics, or epidemiology and 3 years of relevant statistical experience; or an accredited Master's degree in statistics or related field and one year of related experience.</p>	\$4,230-\$7,534/month	<b>Open until filled</b>
<p><b>Tree Trimmer (Job Opening ID #512355)</b> (Parks &amp; Recreation Department/Forestry Division/1520 West 9<sup>th</sup> Street)</p> <p>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 KCMO</p>	\$15.55-\$24.31/hour	<b>Open until filled</b>

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**RECRUITMENT INFORMATION****CLASSIFICATIONS AND  
MINIMUM QUALIFICATIONS****SALARY****APPLICATION  
DEADLINE****Tree Trimmer-512355 (cont.)**

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.

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

**Principal Engineering Technician  
(Job Opening ID #512683)**

\$3,957-\$6.769/month

**September 28, 2020**

(Aviation Department/Engineering Division/601 Brasilia Ave/KCI Airport)

One full-time position available. Normal Work Days/Hours: Monday- Friday, 8:00 a.m.-5:00 p.m. This is a supervisory position within the Computer Aided Design and Drafting (CADD) section, with responsibility for maintaining and updating documents/information for both Charles B Wheeler downtown airport and Kansas City International Airports, such as: Airport Base Files; Airport Layout Plans; Airport Certification Manual (ACM) Drawings; Airfield Marking, Signage and Lighting Plans; Terminal Building Lease Space Drawings; Property Lease Drawings; Capital Improvement Programs (CIP) Drawings. Maintains and updates Airfield drawings for Operations division, Utility maps and files, and internal/external Access Control Files. Provides drawings and exhibits for Commercial Development division, Operations division, and MKC staff. Assists with the integration of BIM/REVIT files for the new terminal building project. **REQUIRES** High school graduation and twelve (12) years of related and increasingly responsible experience in engineering drawing, mapping, automated mapping, GIS and equipment or CADD or an acceptable combination of education and experience; OR High school graduation and possession of the Level IV Certification as "Engineering Technician (ET)" as issued by the National Institute for Certification in Engineering Technologies (NICET) or a Registered Land Surveyor's License as issued by the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects; OR High school graduation and twelve (12) years experience in engineering, land survey, construction inspection and related fields or an acceptable combination of education and experience. Must successfully complete a 10-year FAA background check. **Preference given to candidates with experience in AutoCAD, Micro Station, Autodesk Civil 3D, Autodesk Revit, BIM and/or Maximo.**

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**RECRUITMENT INFORMATION**

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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<b>Maintenance Electrician</b>	\$18.24-\$29.44/hour	<b>October 5, 2020</b>
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**(Job Opening ID #512670)**

(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 preemployment drug screen and post-offer physical examination as prescribed by the City.

<b>Maintenance Repairer</b>	\$14.35-\$23.16/hour	<b>October 5, 2020</b>
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**(Job Opening ID #512689)**

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

Full-time position available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m. Mandatory overtime during inclement weather events. Assists with maintenance and repairs to the airfield, pavement, structures, systems, infrastructure, and grounds of the airport. Performs duties related to new construction and general carpentry work. Frames, drywalls, trims, paints, installs fixtures and devices as well as makes minor plumbing repairs. Performs masonry, concrete and asphalt crack sealing, patching and repair, concrete flatwork, and repair of stone or block walls. Installs and repairs fences and signs. Performs minor electrical and locksmith repairs. Performs daily inspections, maintenance, repairs, and general upkeep of all machinery, equipment and tools used in airport maintenance. Small engine repair and grounds maintenance to include licensed pesticide application, landscaping, and mowing. Work involves the operation, maintenance, and minor repair of a variety of heavy snow removal equipment, motorized construction and raised platform equipment, and farm implements such as front end loaders, skid loaders, backhoes, boom lifts, dump trucks, heavy duty airfield plow trucks, and large farm tractors. **REQUIRES** completion of a trade school or a shop training program; OR 6 months experience in general maintenance and repair work. May be required to obtain a valid MO Class A,B, or C CDL prior to the end of the probationary period as determined by the department. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
<p><b>Building Maintenance Worker</b> <b>(Job Opening ID #512268)</b> (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. <b>REQUIRES</b> 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.</p>	\$14.35-\$23.16/hour	<b>Open until filled</b>
<p><b>Bus Operator</b> <b>(Job Opening ID #512037)</b> (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 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 disembark from assigned vehicle. Performs safety checks around the bus. <b>**Please be advised this is not a training position.**</b> <b>REQUIRES</b> 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 of 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. <b>Preference given for passenger endorsement and airbrake experience.</b></p>	\$14.35-\$23.16/hour	<b>Open until filled</b>

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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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