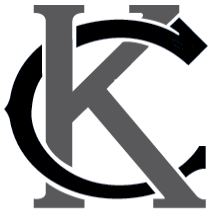


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November 8, 2021

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## HUMAN RESOURCES DEPARTMENT

City of Kansas City, Missouri

12th Floor, City Hall

Kansas City, MO 64106

(816) 513-1903

### RECRUITMENT INFORMATION

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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<b>Analyst</b>	<b>\$3,957-\$6,769/month</b>	<b>November 8, 2021</b>
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**(Job Opening ID #514059)**

(Finance Department/Office of Management & Budget/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. Assists in the preparation and publication of the annual budget. Collects and analyzes expenditure and revenue data and other information to evaluate efficiency and effectiveness of Departmental programs and activities. Makes recommendations to promote effective and economic operations and ensures funding sources meet expenses and anticipate future needs. Prepares written reports of findings and recommendations. Supports departmental activities including completion of budget transfers and preparation of fiscal notes for legislation. Verifies transfers between funds to ensure positive fund balance. Prepares financial statements, expenditure and revenue forecasts, schedules, annual billings, ordinance fact sheets, accounting documents, financial formulas and calculations, project descriptions, spreadsheets, and presentation graphics. Develops, writes, and edits new and revised policies and procedures. Assists with the preparation of presentations, analyses, policy manuals and other projects. Assists with reviewing project proposals and planning projects, including determining objectives, establishing work plans, and determining timeframes, funding limitations, procedures for accomplishing project, staffing requirements in allotment to various phases of project management. **REQUIRES** an accredited Master's degree in public or business administration, urban or regional planning, economics, accounting, finance or a related field; OR an accredited Bachelor's degree in public or business administration, urban or regional planning, economics, accounting, finance or a related field and 1 year of professional experience in public or business administration, corporate or municipal finance, budget, research, accounting or a related field.

<b>Correctional Officer</b>	<b>\$15.79-\$23.16/hour</b>	<b>November 8, 2021</b>
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**(Job Opening ID #514065)**

(Municipal Court Department/Correctional Services Division/Location Varies)

Full-time position available. Normal Work Days/Hours: Varies. Provides for the custody, care and safety of prisoners in the custody of the City of Kansas City. Maintains security of the facility, *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.*

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November 8, 2021

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## RECRUITMENT INFORMATION

### CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

### SALARY

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#### **Correctional Officer-514065 (cont.)**

enforcing rules and regulations, ensuring the safety and welfare of prisoners, maintaining discipline and supervising prisoners in daily work crew operations. Operates motor equipment to transport the prisoners as required between the Court and contracted detention centers, medical services and operating specialized equipment as needed. Assignments are reviewed by higher supervisors, they are expected to exercise considerable independent judgment in the performance of their duties. Maintains work area in a safe and organized manner. Works various posts and patrol assignments. Supervises residents in cells and on work crews. Patrols assigned areas to keep out unauthorized persons. Interacts with residents as a role model and may provide guidance in regard to resident's behavior and decision making. Prepares various reports such as incident reports. Performs related duties as assigned. **REQUIRES** high school graduation. Must possess of a valid state issued driver's license in accordance with City of KCMO policies. May be required to possess a valid MO Class A, B or C CDL prior to the end of the probationary period as determined by the department. Must be eligible to obtain a special police commission as issued by the KCMO Police Department. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

#### **IT Analyst**

\$24.96-\$39.40/hour

**November 8, 2021**

#### **(Job Opening ID #514089)**

(Fire Department/Technical Services Division/6750 Eastwood Trafficway)

Full time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Serves as the sole administrator of the department's staffing software system, Telestaff. Manages system configuration, process documentation, training and troubleshooting. Collaborates with and informs management of emergency staffing resource allocation and deployment decisions via reports and data analysis as well as workflow, process, evaluation, and analysis. Identifies configuration needs which are driven by numerous sources. Handles staffing/operational issues identified by managers, changes to a CBA or other policies, changes in deployment and system review for process improvements. Creates and maps out needed configuration design changes which requires a review of existing structural components in Telestaff to identify any potential impacts to the current operating system. Builds and/or updates the emergency staffing system configuration in the test environment and runs tests to ensure the integrity of the database is maintained and that the problem is resolved, or the new changes are working properly. **REQUIRES** an accredited Bachelor's degree and 2 years of technology experience; OR an

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## RECRUITMENT INFORMATION

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#### **IT Analyst-514089 (cont.)**

equivalent combination of qualifying education and technology experience. **Preference given to candidates with prior experience working with Telestaff or other rostering software.**

#### **Legal Investigator**

\$19.34-\$33.88/hour

**November 8, 2021**

#### **(Job Opening ID #514060)**

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

Full time position available. Normal Work Days/Hours: Monday-Friday, 7:30 a.m.-4:30 p.m. with occasional weekends. Processes applications for liquor licenses and permits, cigarette licenses, sidewalk café permits, vehicles for hire permits and 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.

#### **Municipal Court Resources**

\$19.34-\$33.88/hour

**November 8, 2021**

#### **Center Supervisor**

#### **(Senior Administrative Assistant)**

#### **(Job Opening ID #514070)**

(Municipal Court/Administrative 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. Supervises the daily operations and processes of the Municipal Court Resource Center, which handles all incoming communications, including but not limited to phone calls, records requests, emails, faxes, mail, and internal and external inquiries for court proceedings. Handles information

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## RECRUITMENT INFORMATION

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#### **Municipal Court Resources Center Supervisor0514070 (cont.)**

requests, solves complaints, and explains court policies and procedures and assists staff in communicating all court users. Works directly under the division manager to ensure the efficiency of the Court Resource Center by creating performance measures, monthly reports, and conducting call monitoring for quality assurance, staff training and performance appraisals of direct reports. Works closely with 311 Action Center on calls and myKCMO requests and is the primary liaison with Department of Revenue-Driver License Bureau and similar agencies. **REQUIRES** an accredited Bachelor's degree in public or business administration, liberal arts or a related field and at least 3 years of professional experience in governmental administration or in private sector administration at the level of the City's Administrative Assistant; OR an equivalent combination of qualifying education and experience. **Preference given to candidates with court, law-related or call center supervisory experience and knowledge of LEWEB and IMDSPlus Systems.**

**City Engineer**

\$6,195-\$11,169/month

**November 15, 2021**

**(Assistant Engineering Director)**

**(Job Opening ID #513928)**

(Public Works Department/Major Capital Project Management 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. Manages the Capital Division of the Public Works Department's services and activities including capital projects, construction, design, right-of-way acquisition and streetlights. Represents the Public Works Department while coordinating and providing expertise to the City Manager, City Council, Public Works Director, city departments and other city boards, commissions and outside agencies. Directs the development and implementation of Public Works goals, objectives, policies and priorities. Plans, directs and coordinates, through subordinate level supervisory and managerial personnel, the Public Works Department work plan. Assigns projects and responsibility. Reviews and evaluates work methods and procedures. Meets with management staff to identify and resolve problems. Responds to and resolves difficult and sensitive citizen inquiries and complaints. Meets with neighborhood and other community groups. Monitors and evaluates service and staffing levels to ensure efficiencies and effectiveness of service delivery methods and procedures. Allocates resources accordingly. Selects, coaches, motivates and evaluates Public Works Department personnel. Conducts performance reviews and works with employees to correct deficiencies. Implements discipline and termination procedures. Acts as project manager on complex construction projects, including engineering design administration, right-of-way coordination, construction contracting and daily construction oversight. **REQUIRES** 10 years of progressively

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## RECRUITMENT INFORMATION

### CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

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#### **City Engineer-513928 (cont.)**

responsible experience in municipal engineering, including responsibility for planning and directing a major division of municipal works or utilities operations as a Registered Engineer. Within 6 months of hire date, must be registered as a Professional Engineer with Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects.

#### **Director of Conventions & Entertainment Facilities (Job Opening ID #512953)**

\$7,567-\$14,422/month

**November 15, 2021**

(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. **REQUIRES** 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

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## RECRUITMENT INFORMATION

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#### **Director of Conventions & Entertainment Facilities-512953 (cont.)**

arena facilities. **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).**

#### **Director of Health**

\$7,567-\$22,435/month

**November 15, 2021**

#### **(Job Opening ID #513468)**

(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

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## RECRUITMENT INFORMATION

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#### **Director of Health-513468 (cont.)**

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).**

#### **Director of Housing & Comm. Dev. (Job Opening ID #513469)-UPDATED**

\$7,567-\$14,422/month

**November 15, 2021**

(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 an innovative, dynamic, creative, and experienced housing executive to lead the City's Housing & Community Development Department. Performs work related to planning, organizing and administering all elements of the City's comprehensive housing program, remains informed of sources of best practices and funding sources 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. Ideal candidate should be flexible, organized and able to implement innovative and transformative housing solutions in collaboration with the City Manager and City Council. 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, and highly motivated. Responsible for all supportive housing programs and manages 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 resources; and working with philanthropic, public/private partnerships, City, State and Federal stakeholders. Must also be able to collaborate 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 able to communicate effectively 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. **REQUIRES** an

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## RECRUITMENT INFORMATION

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#### **Director of Housing & Comm. Dev.-513469 (cont.)**

accredited Bachelor's degree and 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.

#### **Facilities Attendant**

\$15.23-\$18.88/hour

**November 15, 2021**

#### **(Job Opening ID #514134)**

(Convention & Entertainment Facilities Department/Event Support Division/301 West 13<sup>th</sup> Street)  
Several full-time positions available. Normal Work Days/Hours: Sunday-Wednesday, 6:00 a.m.-4:30 p.m. Sets up the auditorium, meeting, conference, banquet, exhibit hall, performing arts, and arena facilities. Maintains cleanliness of area sidewalks and public entrances. Completes work orders through repetitive bending, heavy lifting, and a high degree of walking and kneeling as warranted. Assists with giving moderately technical instructions to unskilled and semi-skilled workers. Receives specific instructions from a supervisor who reviews work in process and upon completion for conformance to instructions. **REQUIRES** 6 months of experience in custodial or related maintenance work or general laboring work. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

#### **Human Relations Manager**

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

**November 15, 2021**

#### **(Job Opening ID #514138)**

(Civil Rights & Equal Opportunity Dept./Economic Equity & Inclusion Division/414 E. 12<sup>th</sup> Street)  
Full time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Provides management, coordination, implementation, administration and operation of the Human Relations Department's Prevailing Wage/Davis Bacon and Workforce Divisions. Provides comprehensive interpretation of federal, state and local laws. Civil Rights & Equal Opportunity Department has two core compliance divisions that are being currently supervised by the department's director. Performs complex case investigations that supervises these employees work product, and their day-to-day assignments. Acts as a liaison to other city departments, governmental agencies, community organizations and the private sector. Maintains independent judgment, problem solving skills, excellent writing and communication skills. **REQUIRES** an accredited Bachelor's degree and 5 (OR an accredited Master's degree and 4) years of professional experience at a legal firm, governmental agency, intergroup relations or related area involving

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## RECRUITMENT INFORMATION

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#### **Human Relations Manager-514138 (cont.)**

discrimination in employment, housing and public accommodation, labor, workforce, and economic development programs, analyzing affirmative action and MBE/WBE programs which promotes understanding among people regardless of race, color, religion, ancestry, or national origin, gender, disability or sexual orientation, including 3 years at the level of the City's Senior Human Relations Specialist.

#### **Municipal Court Bailiff (Job Opening ID #514133)**

\$15.79-\$23.16/hour

**November 15, 2021**

(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 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.

#### **Director of Bruce R. Watkins Cultural Ctr. (Administrative Officer)**

**November 22, 2021**

#### **(Job Opening ID #514117)**

(Parks & Recreation Department/Bruce R. Watkins Cultural Heritage Center/3700 MLK Boulevard)

Full-time position available. Normal Work Days/Hours: Tuesday-Saturday, 9:00 a.m.-6:30 p.m.

Oversees the Bruce R. Watkins Cultural Heritage Center. Manages facility rentals.

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## RECRUITMENT INFORMATION

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#### **Director of Bruce R. Watkins Cultural Center-514117 (cont.)**

Develops/implements educational and public programs, exhibitions, events, community partnerships. Develops and oversees the annual operating budget with support from the department. Develops the annual earned/contributed revenue sources. Writes/manages grants, sponsorship requests, etc. Participates in the development/execution of fundraising activities. Develops/oversees the strategic/business plans with support from the department. Develops, implements, oversees a marketing plan with promotional activities and public relations, including social media, advertisements, print/digital collateral, etc. Hires, trains, supervises staff, contractors/consultants, volunteers and interns. Serves as liaison to the Friends of Bruce R. Watkins, a nonprofit organization that supports the Center and owns a collection of historical materials stored at the Center. **REQUIRES** an accredited Bachelor's degree and 3 years of progressively responsible, professional experience in business or public sector administration, with at least 2 years at the level of the City's Senior Administrative Assistant; OR an equivalent combination of qualifying education and experience, with at least 3 years at the level of the City's Senior Administrative Assistant. **Preference given to candidates with a Degree in African American Studies.**

#### **Houseless Manager**

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

**November 22, 2021**

#### **(Job Opening ID #514137)**

(Housing & Community Development Dept./Homeless Initiatives Div./4400 MLK Boulevard)  
Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.  
Responsible for driving meaningful system level change by engagement and informing stakeholders, working with all CoC that serve Kansas City. Works with KCMO and cities across the metro region, legal aid, United Way, other partners as identified. Implements a community wide, collaborative strategy, educational experiences for all agencies with a matrix and outcomes that will increase access and target assistance to the most vulnerable households with housing and supportive services needs for houseless individuals and those at-risk of having no home. Charged with removing barriers, developing comprehensive prevention strategy, developing collaborations, providing housing and services to those experiencing homelessness and having lived experience individuals guide the solutions. Creates strategies to reduce homelessness and generational poverty. Responsible for creating a website that is user friendly and provides the needed resources to residents. Must be well versed in the HUD Continuum of Care and the Emergency Solutions Grant programs and the Homeless Management Information Systems. Should be able to work well independently and with team members. Administers database software that provides data

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## RECRUITMENT INFORMATION

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#### **Houseless Manager-514137 (cont.)**

sets/analysis. Plans, develops, manages program's effectiveness. Prepares/maintains policies/procedures. Uses interpersonal skills for interaction with co-workers, houseless families/individuals, public service agencies, the general public. Skilled in sufficient exchanges in a high stress or critical situations with families. Must be knowledgeable in trauma informed approaches, recognize the dignity of our unhoused families/individuals and work from the critical knowledge that health and housing are deeply intertwined. Provides continuum of care partners on housing surges and prioritization in the Kansas City area. Develops reports to summarize and identify trends in key performance measures. Partners with agencies to align funding resources. **REQUIRES** an accredited Bachelor's degree in public or business administration or a related field and 5 (OR an accredited Master's degree in one of the aforementioned fields and 3) years of related progressively responsible, professional experience in housing and community development, neighborhood preservation or neighborhood services, including 2 years at the level of the City's NHS Program Specialist.

#### **Senior Engineering Technician (Job Opening ID #514128)**

\$21.88-\$35.31/hour

**November 22, 2021**

(Parks & Recreation Department/Planning & Design Services Division/4600 East 63<sup>rd</sup> Street)  
Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Assists with extensive liaison and coordinating activities with other governmental agencies, city departments, and staffs. Assignments are received in both oral and written form and may involve several projects and permits simultaneously. Maintains extensive discretion and judgment are expected to be exercised by employees of this class in the planning and scheduling of work. Work is performed under the supervision of a technical superior and is inspected while in process and upon completion by conferences and submitted reports, to ensure adherence to departmental standards. Provides construction inspections for various Park's projects as assigned. Provides technical assistance to internal and external customers regarding construction and permits. Performs other duties as assigned. **REQUIRES** high school graduation and 9 years of related and increasingly responsible experience in engineering drawing, mapping, automated mapping, geographical information systems (GIS) and equipment or computer aided drafting and design (CADD), engineering, land survey, construction inspection and related field; OR high school graduation and possession of the Level III Certification as Engineering Technician (ET) as issued by the National Institute for Certification in Engineering Technologies (NICET) or a Registered Land Surveyor's License as issued by the Missouri Board for Architects, Professional Engineers,

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### **Senior Engineering Technician-514128 (cont.)**

Professional Land Surveyors, and Professional Landscape Architects; OR an acceptable combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with the City of KCMO policies. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

<b>Building Maintenance Worker (Job Opening ID #514136)</b>	\$15.79-\$23.16/hour	<b>November 29, 2021</b>
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(Parks & Recreation Department/Line Creek Community Center/5940 Waukomis Drive)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 12:00 p.m.-9:00 p.m. Sweeps, mops, and polishes floors. Washes walls, woodwork, blinds and windows, and dusts furniture and other articles. Empties trash and recycling receptacles. Cleans the break rooms, locker rooms and bathrooms. Picks up litter around the building, parking lot and grounds. Replaces light bulbs, replaces faucet gaskets, unstops plugged toilets, sinks or drains and changes furnace filters when needed. May patch up plaster or paint. Sets up tables and chairs for meetings or events when needed. Completes log/assignment sheets. **REQUIRES** 6 months of experience in the custodial care and limited general maintenance of buildings. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

<b>Firefighter/Paramedic (Job Opening ID #513454)</b>	\$26.37-\$41.31/hour* *depending on shift	<b>December 6, 2021</b>
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(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 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,

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#### **Firefighter/Paramedic-513454 (cont.)**

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.**

#### **Administrative Officer**

\$4,065-\$6,769/month

**Open until filled**

#### **(Job Opening ID #513902)**

(Health Department/Quality Assurance/Contract Monitoring Division/2400 Troost)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work additional hours to attend community related meeting/events. **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.**

Manages the Medical Records, Vital Records, and the insurance billing program within the department. Supervises assigned staff. Coordinates all assigned administrative work, including operational analysis, budget and personnel matters and operating rules and regulations. Maintains Protected Health Information for the department including being the department's HIPAA Privacy Officer. Performs as the Local Registrar of Vital Statistics for KCMO Health Department. Maintains working relationships with physicians, funeral directors, medical examiners/coroners, other persons required by law to prepare/file vital records. Oversees the operations of the Medical Billing Program which includes encompassing medical coding, charge entry, claim submissions, payment posting, accounts receivable, reimbursement management. **REQUIRES** an accredited Bachelor's degree and 3 years of progressively responsible, professional experience in business or public sector administration, with at least 2 years at the level of the City's Senior Administrative Assistant; OR an equivalent combination of qualifying education and experience, with at least 3 years at the level of the City's Senior Administrative Assistant. **Preference given for an**

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### **Administrative Officer-513902 (cont.)**

**accredited Bachelor's degree in Health Information Management or in Healthcare Management with a Registered Health Information Technician (RHIT) certification. Candidates should have a certificate in either Registered Health Information Technician (RHIT) and or Registered Health Information Administrator (RHIA).**

<b>Assistant City Attorney (Job Opening ID #513768)</b>	<b>\$4,945-\$8,833/month</b>	<b>Open until filled</b>
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(Law Department/Collections Division/414 East 12<sup>th</sup> Street)

(Law Department/Corporate Division/414 East 12<sup>th</sup> Street)

(Law Department/Litigation Division/414 East 12<sup>th</sup> Street)

(Law Department/Municipal Court Prosecution 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. **Collections:** Performs affirmative tax litigation primary in Jackson County to recover amounts due for the Kansas City earnings tax. Drafts motions, discoveries, and pleadings. Attends court multiple times a week resulting in trial. Interacts with taxpayer citizens over the phone and in person. Answers questions attempting to resolve the cases. Maintains 1,000s of cases a year, and the ability to multi-task is key. **Corporate:** Represents and advises the Aviation Department on all legal aviation issues especially on the Federal Aviation Administration Regulations and land use. Drafts ordinances for the Aviation Department. Drafts and negotiates construction, concessionaire, lease and license agreements. Advises on all the new terminal issues relating to construction and operation of the new terminal, and responds to FAA Civil penalties. **Litigation:** Defends the City as a litigator in torts matters involving motor vehicle, property damage and premises liability lawsuits for which the liability risk is generally high. Protects the City's interests in these cases and defends the City in employment discrimination lawsuits and other complex litigation for which the liability risk is generally high. **Municipal Court Prosecution:** Serves as a courtroom prosecutor responsible for representing the City of KCMO in prosecuting the daily docket in one of nine courtrooms. Reviews charge codes and charge language. Processes non-domestic violence warrant applications and reviews police report. Makes contact with witnesses, prepares cases for trial, and prepares negotiated pleas for defense counsel. Represents the City on probation violations and assesses cases/defendants for entry into specialized dockets and staffs the Saturday arraignment docket on a bi-monthly basis. **REQUIRES** graduation from an accredited school of law. Must be admitted to the Missouri Bar Association within six months of appointment.

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<b>Associate Director of Transportation (Utility Manager)</b>	\$4,945-\$10,581/month	<b>Open until filled</b>
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**(Job Opening ID #513830)**

(Public Works Department/Transit Operations 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.

Manages the direction of the Transportation group in the department. The Transportation group includes the following programs: Streetcar, Parking, Traffic Engineering, Bike/Ped, Transit Coordination, Transportation Planning as well as several program initiatives like Vision Zero and Complete Streets. Oversees the implementation of the KCMO Transportation Plan. Creates and maintains cross-department and cross-sector relationships and ensures project coordination with these and other diverse stakeholders. Ensures that Program Managers have the necessary resources to successfully meet their goals and objectives. Recruits, hires, develops, and retains outstanding staff. Conducts performance evaluation for Program Managers. Tracks program evaluation, data collection and outcomes reporting. Provides overall leadership and guidance to the Transportation group. Implements policies and initiatives for the City. **REQUIRES** a minimum of 12 years of relevant transportation industry experience. **Preference given for Licensed Professional Engineers, Licensed Planners or an accredited Master's degree in public administration.**

<b>Capacity Trainers</b>	\$15.00-\$20.00/hour	<b>Open until filled</b>
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**(Job Opening ID #513614)**

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

**Two limited-term contract positions available until June 2023.** Normal Work Days/Hours:

Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to flex hours to attend community related meetings/events. **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.**

Dynamic and flexible individual to build public health capacity them (e.g., employers, schools), to respond, mitigate, recover from COVID-19 and other disaster within Hispanic and low socio-economic status communities, as well as the sectors that engage situations that impact their communities. Provides direct and grassroots-level services that build infrastructure and support for community-based vaccination events, assisting in finding resources to support healthy economic recovery. Interacts with the contracted sub-recipients and provides navigation services to increase vaccination rates within the community. Collaborates with supervisor to raise the concerns, challenges and success of the community as a whole to build capacity and address public health threats. Assists with collecting and recording data for required

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#### Capacity Trainers-513614

grant reporting. Maintains well-organized records and documentation. **REQUIRES** high school graduation. **Preference for candidates who are bilingual in Spanish and English.**

#### 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, 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 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:

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

- 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.

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**

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

**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.**

### **Chief Mobility Officer (Bike/Ped)**

**Open until filled**

**(Graduate Engineer)**

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

**(Planner)**

\$19.82-\$33.88/hour

### **(Job Opening ID #513829)**

(Public Works Department/Transportation Planning Division/414 East 12<sup>th</sup> Street)

Full-time position available. **Will be filled as a Graduate Engineer OR Planner.** Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Manages the direction of the Transportation group in the Public Works Department. The Transportation group includes the following programs: Streetcar, Parking, Traffic Engineering, Bike/Ped, Transit Coordination and Transportation Planning as well as several program initiatives like Vision Zero and Complete Streets. Designs on and off-street bicycle improvements. Participates in the development of plans and studies related to multimodal transportation including bicycle and pedestrian studies, transit studies, traffic analysis, minor design review and systems analysis. Manages and evaluates mobility improvement projects and expansions and reviews designs of multimodal projects. Researches, plans, develops, and coordinates needs concerning bicycle and pedestrian issues. Tracks implementation of Complete Streets and Protected Bike Lane Initiative programs. Coordinates, attends, and leads public and neighborhood meetings about mobility projects. Conducts community engagement and outreach with mobility projects. Coordinates educational programs. Participates in developing program management plans and strategic plans, including budgeting and financial management. Identifies, monitors, and manages regional, state, and federal grant opportunities. Develops grant proposals to advance multimodal transportation initiatives. Serves as part of various intra- and inter- departmental project planning teams. Chairs the Mobility Committee. Attends Bicycle Pedestrian Advisory Council (BPAC) meetings. Conducts and coordinates research assignments and field studies. Supports pedestrian and bicycle counts and related data collection. Supports the

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#### **Chief Mobility Officer-513829 (cont.)**

City's Vision Zero initiative through research, community outreach, design, and implementation, as established through Council action. Manages the Country Club Right of Way. Completes grant writing activities related to mobility, bicycle, pedestrian, and Vision Zero activities to secure funding opportunities for the City. Oversees and guides innovative transportation policy such as the Shared Use (Dockless) Transportation program. **Graduate Engineer REQUIRES** an ABET accredited Bachelor's degree in any professionally recognized architectural/engineering discipline as required by the hiring authority. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **Planner 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. **Preference given for experience in design, project management, contract negotiations, project planning, scheduling, and budgeting.**

#### **City Traffic Engineer**

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

**Open until filled**

#### **(Engineer Division Head)**

#### **(Job Opening ID #513881)**

(Public Works Department/Traffic Engineering 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. Helps develop and guide the implementation of City priorities and initiatives that include Vision Zero, Complete Streets, transit traffic signal prioritization, and expansion of bicycle and pedestrian infrastructure. Reviews and evaluates plans, specifications, and studies by consulting engineers to ensure compliance with city, federal, and state requirements and codes. Maintains and develops traffic engineering standards, criteria and policy. Provides technical support to elected leaders, executive management and internal staff. Negotiates with developers for appropriate improvements. Updating and implementing the Traffic Engineering and Operations Manual. Develops an updated approach to traffic calming standards. Manages City assets (i.e. signs, signals, pavement markings, etc.). Creates and maintains cross-department and cross-sector relationships and ensures project coordination with these and other diverse stakeholders. Ensures that traffic sections have the necessary resources to successfully meet their goals and objectives. Recruits, hires, develops, and retains outstanding staff. Conducts performance evaluations for Section Managers. Tracks program evaluation, data collection and outcomes reporting. Provides overall leadership and guidance to the Traffic group. **REQUIRES** 6 years of progressively responsible experience as a Registered Engineer. Must be registered as a professional architect/engineer with the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and

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### **City Traffic Engineer-513881 (cont.)**

Professional Landscape Architects within 6 months of hire. Must pass a pre-employment drug screen as prescribed by the City.

<b>Council Aide (Assistant to Elected Official) (Job Opening ID #513483)</b>	\$2,865-\$4,886/month	<b>Open until filled</b>
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(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. **REQUIRES** an accredited Bachelor's degree. **Public relations and/or journalism skills are strongly preferred.**

<b>EEO Investigator (Senior Human Resources Specialist) (Human Resources Specialist) (Job Opening ID #513781)</b>	\$4,945-\$8,833/month \$21.88-\$35.31/hour	<b>Open until filled</b>
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(Human Resources Department/EEOC Administration Division/414 East 12<sup>th</sup> Street)

Full-time position available. **Will be filled as Senior Human Resources Specialist OR Human Resources Specialist.** Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May require extended or weekend hours. Conducts investigations into internal EEO related complaints and allegations of Harassment/Discrimination/EEO Policy violations in accordance with City policy. Advises complainant (orally and in writing) of the City's EEO complaint process where

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### **EEO Investigator-513781 (cont.)**

applicable. Interprets routine to semi-complex City/Department policies, employment laws, CBA provisions, etc. Submits written investigation findings to the Division Manager for review. Assists in developing/facilitating EEO related training for supervisors/employees. Develops data/metric reports. Utilizes excellent communication and interpersonal skills. Effectively facilitates discussions between individuals/groups with differing opinions and articulates decisions to all parties in a clear, concise manner. **Senior Human Resources Specialist REQUIRES** an accredited Bachelor's degree and 3 years of professional human resource experience in a business or public sector organization, including 2 years of experience at the level of the City's Human Resources Specialist. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. **Human Resources Specialist REQUIRES** an accredited Bachelor's degree and 1 year of professional human resource experience in a business or public sector organization. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. **Preference given for experience conducting EEO and/or internal employment investigations.**

### **Equipment Operator**

\$15.79-\$23.16/hour

**Open until filled**

#### **(Job Opening ID #513236)**

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

(Public Works Department/Operations Division/5300 Municipal)

(Public Works Department/Operations Division/5310 Municipal)

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

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

Several full-time positions available. **Solid Waste:** Normal Work Days/Hours: Monday-Friday, 6:30 a.m.-3:00 p.m. (some weekends). Drives refuse trucks on established route in picking up trash, recycling, bulky, yard waste, illegal dumping and/or nuisance. Operates packing and dumping controls. Keeps time records and sees that assigned collection truck is serviced and maintained properly. May perform or assist in the collection of various types of waste. Operates and labors on recycling trucks, mowers, tractors, weed eaters, other equipment used for mowing. Operates trucks associated with snow plow operations. Must be physically fit and capable of lifting at least 40 lbs. and work in adverse conditions/locations. **Street Maintenance/Operations:** Normal Work Days/Hours: Monday-Friday, 7:30 a.m.-4:00 p.m. Operates trucks on road maintenance and street repair work, hauling cold patch, hot asphalt, gravel, rocks, abrasives. Transports personnel and materials to designated work sites. Drives a truck engaged in street-cleaning activities. Participates in snow plowing and snow removal operations. Drives a truck with a flat-bed trailer for hauling

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#### **Equipment Operator-513236 (cont.)**

construction equipment and drives construction equipment on and off lo-boy units. Operates a large construction tractor or crawler-type bulldozer in pulling a sheep's foot compacting street and road sub-grades. Operates medium grade tractors in the mowing of grass, parks and vacant lots. Utilizes chain saws in the cutting of tree branches and limbs. Operates spray equipment in conjunction with pesticide operations. Uses a heavy power driven roller in patching and ironing asphalt street surfaces. Operates a front-end loader up to 2-1/2 cubic yard in loading sweeper piles, broken pipe, dirt, rocks and debris; leads helper who assists in loading operations. Operates a backhoe/excavator in trenching, filling or other minor excavation. Carefully plans and executes work to avoid damage to underground pipes and cables. Makes field repairs to equipment, and as necessary, assists machinists/mechanics on major repairs. Services assigned equipment with fuel, oil, water, grease. **REQUIRES** 6 months of experience in the operation of trucks and other specialized automotive equipment. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to possess a valid MO Class A, B or C CDL prior to the end of probationary period. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **For Solid Waste, preference given for a valid MO Class B CDL.**

#### **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

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#### **Fleet Maintenance Technician-512599**

end of the probationary period. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

#### **Lead Community Health Educator (Public Health Specialist III) (Job Opening ID #513617)**

\$4,147-\$6,769/month

**Open until filled**

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

**Full-time limited-term position available until June 1, 2023.** Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work additional hours to attend community-related meetings/events. **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.** Leads a team of community health educators to support/build the health literacy and communications expertise of grassroots and professional audiences. Develops and presents information to that build capacity regarding health literacy. Develops clear health information and educational materials that are culturally appropriate. Collaborates with other Health Department programs to provide up-to-date health information and facilitate cooperative partnerships with community groups. Collects, records, provides data for required grant reporting/documentation. Assists Project Director in managing grant budget, deliverables, and all other required documentation. Utilizes significant initiative and independent judgement. Coordinates all assigned administrative work, including operations analysis, budget, personnel matters, operating rules/regulations. Supervises 3 Public Health Specialist IIs. **REQUIRES** an accredited Bachelor's degree and 4 (OR an accredited Master's degree and 2) 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 the level of the City's Public Health Specialist II; OR a doctorate in veterinary science, health education or public health or Doctor of Medicine (MD); OR an equivalent combination of qualifying education and experience, including 2 years of experience at the level of the City's Public Health Specialist II. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

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<b>Lifeguard</b> <b>(Job Opening ID #513512)</b> (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: <b>Monday-Friday:</b> 6:00 a.m.-9:00 a.m. and 2:00 p.m.-6:00 pm; <b>Saturday:</b> 10:00 a.m.-2:00 p.m.; <b>Sunday:</b> 12:00 p.m.-4:00 p.m. Patrols and observes swimming pool areas. Prevents ball playing, tag games, fighting, <b>and</b> 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 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. <b>REQUIRES</b> 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.	\$15.02-\$16.51/hour	<b>Open until filled</b>
<b>Maintenance Electrician</b> <b>(Job Opening ID #513511)</b> (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. <b>REQUIRES</b> high school graduation and 3 years of progressively responsible experience performing routine and moderately complex electrical maintenance and repair work; <b>OR</b> 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. <b>Preference given to applicants that possess a Journeyman electrical certification.</b>	\$18.24-\$29.44/hour	<b>Open until filled</b>

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<b>Maintenance Mechanic (Job Opening ID #513180)</b> (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 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. <b>REQUIRES</b> 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.	\$16.64-\$26.86/hour	<b>Open until filled</b>
<b>Maintenance Repairer (Job Opening ID #513632)</b> (Parks & Recreation Department/Facility Maintenance Division/3515 Northeast 33 <sup>rd</sup> Terrace) Full-time position available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m. Modifies, repairs, and maintains buildings, fixtures, grounds, and other facilities. Installs wall plugs and receptacles, repairs short circuits, and maintains other electrical equipment. Operates basic machine tools in the fabrication, maintenance or repair of metal parts, tools and equipment. Assists in painting and decorating interior and exterior surfaces of municipal buildings, furniture and equipment. Prepares various surfaces for painting by washing, scraping and sanding. Participates in snow removal operations when necessary. Assists in the maintenance, repair, modification and testing of gasoline or diesel powered automotive, grounds maintenance and construction	\$15.79-\$23.16/hour	<b>Open until filled</b>

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#### **Maintenance Repairer-513632 (cont.)**

equipment. **REQUIRES** completion of a trade school or a shop training program; OR 6 months of experience in general maintenance and repair work. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to obtain a valid MO Class A, B, or C CDL prior to the end of the probationary period as determined by the department. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

#### **Maintenance Worker**

\$15.79-\$23.16/hour

**Open until filled**

#### **(Job Opening ID #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. **Parks:** Normal Work Days/Hours: work days vary, 7:00 a.m.-3:30 p.m. Performs general maintenance and some equipment operations. Performs grass mowing, groundwork for landscaping, playground repairs, shelter cleaning, walking trail installations and repairs, tree and limb removal, daily trash removal with packer truck, hauling, and snow operations. Performs litter control, landscape maintenance, graffiti removal, operating tractors, riding mowers, skid loaders, flatbed 2-ton trucks, packer trucks, and a variety of power and manual hand tools and performs general maintenance for parks. **Public Works-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

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#### **Maintenance Worker-513237 (cont.)**

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.**

#### **Public Health Nurse**

\$24.96-\$39.40/hour

**Open until filled**

#### **(Job Opening ID #512458)**

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

(Health Department/Nurse Family Partnership Division/2400 Troost)

Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; 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:** 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. **Nurse Family Partnership:** Provides 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

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### **Public Health Nurse-512458 (cont.)**

friends, and quality of caregiving. Home visits begin prior to the 28th week of pregnancy and continue for two years after the child is born. Maintains a caseload of 25 clients and see families at home every 1-2 weeks, and must be able to travel in Jackson, Cass, Clay, Johnson, Lafayette, Platte, and Ray counties in the Kansas City area. Must be able to learn and adhere to national and state standards prescribed for this evidence-based program. **REQUIRES** licensure as a registered nurse as determined by the MO State Board of Nursing or a state having reciprocity with the state of 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 given to bilingual candidates. For Immunization Clinic, preference also given for 1 year of experience in Med Surg. For Nurse Family Partnership, preference given for an accredited Bachelor's degree in nursing, background in Maternal & Child Health, or those who are bilingual.**

### **Public Health Specialist (Job Opening ID #513753)**

\$18.24-\$29.44/hour

**Open until filled**

(Health Department/Communicable Disease Prev. & Public Health Prep. Division/2400 Troost)  
**Several full-time limited-term positions available until December 2022** and one 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. Limited-term:** 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. **Full-time:** Performs routine stat-lab tests such as urinalysis, gram

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#### **Public Health Specialist-513753 (cont.)**

stains, wet preps, RPRs, darkfield and basic microscopy. Sets up and analyzes test procedures. Performs manual procedures requiring judgment. Performs up to moderate complexity tests that are authorized by the laboratory director and requires a degree of skill commensurate with the individual's education, training or experience, and technical abilities. Follows the laboratory's procedures for specimen handling and processing, test analyses, reporting and maintaining records of patient test results. Maintains records that demonstrate that proficiency testing samples are tested in the same manner as patient specimens. Adheres to the laboratory's quality control policies, documents all quality control activities, instrument and procedural calibrations and maintenance performed. Follows the laboratory's established policies and procedures whenever test systems are not within the laboratory's established acceptable levels of performance. Demonstrates ability of identifying problems that may adversely affect test performance. 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. **For full-time: Preference given for a certification as a Medical Laboratory Technician MLT (ASCP) and/or equivalent.**

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

\$21.46-\$33.88/hour

**Open until filled**

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

**Two limited-term positions available until June 1, 2023. As a condition of employment with the City of KCMO Health Department, all new employees will be required to submit or provide documentation of receiving an influenza (Flu) Vaccination.** Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work additional overtime hours to attend community-related meetings/events. Works with members of the Hispanic Community, Low Socio-Economic Status communities, businesses/associations that support/employ individuals from these communities to build capacity to respond/mitigate/recover from COVID-19 and other natural disaster situations that impact their communities. Interacts with 2 advisory groups to

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#### **Public Health Specialist II-513758 (cont.)**

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 year at a level comparable to the City's Public Health Specialist; OR an accredited Master's degree and 1 year of health-related work experience at a level comparable to the City's Public Health Specialist; OR an accredited Master's degree in Public Health; OR an equivalent combination of qualifying education and experience. Must pass a preemployment drug screen and post offer physical examination as prescribed by the City. **Preference for individuals bilingual in Spanish and English.**

#### **Public Health Specialist IV (Job Opening ID #513618)**

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

**Open until filled**

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

Full-time limited-term position available until June 1, 2023. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work additional hours to attend community related meetings/events. **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 project management and oversight of two federal grants designed to build the public health infrastructure within KCMO communities that have been hardest hit by the COVID-19 pandemic. Promotes widespread increase in COVID-19 vaccination rates, building the capacity of community sectors to extend upon the work of the KCMO Health Department, and enrich the ability of the local public health system to prepare and deliver clearly communicated public health information. Coordinates with other jurisdictions and programs that have received COVID-19 funding to avoid duplication of efforts/assets towards reaching program goals within the focus communities. Collects, records, and provides data and information for required grant reporting and presentations. Provides support for 2 community-based coalitions and 4-5 large-scale partner agencies. Coordinates all assigned administrative work, including

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### **Public Health Specialist IV-513618 (cont.)**

operations analysis, budget, personnel matters, and operating rules and regulations. Maintains well-organized records and documentation. Performs independent decision-making, prioritizing activities, meeting goal and objectives in a timely fashion, and managing a significant amount of project details. Directly supervises 4 positions. **REQUIRES** an accredited Bachelor's degree and 6 (OR an accredited Master's degree and 4) years of responsible health related experience in the fields of public health with the federal, state or local government or in the private health sector, including 1 year at a level comparable to the City's Public Health Specialist III; OR a doctorate in veterinary science, health education or public health or Doctor of Medicine (M. D.) and 1 year of experience at a level comparable to the City's Public Health Specialist III; OR an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

### **Public Health Specialist Trainee (Job Opening ID #513386)**

\$15.79-\$23.16/hour

**Open until filled**

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

Two 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).**

### **Public Health Statistician (Job Opening ID #514123)**

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

**Open until filled**

(Health Department/CEPA 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.** 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

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### **Public Health Statistician-514123 (cont.)**

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. **REQUIRES** 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.

**Tax Auditor  
(Analyst)**

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

**Open until filled**

**(Job Opening ID #513750)**

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

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

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#### **Tax Auditor-513750 (cont.)**

field and 1 year of professional experience in public or business administration, corporate or municipal finance, budget, research, accounting or a related field. **Preference given for an accredited Bachelor's or Master's degree in accounting or business administration. Must submit to FBI fingerprinting.**

#### **Tree Trimmer**

\$16.05-\$24.31/hour

**Open until filled**

#### **(Job Opening ID #512355)**

(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. **REQUIRES** 6 months of experience in tree trimming work. 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.

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

#### **Aviation Manager**

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

**November 22, 2021**

#### **(Job Opening ID #514129)**

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

Full-time position available. Normal Work Days/Hours: Monday- Friday, 7:00 a.m.- 3:30 p.m. This position is responsible for airport operations, planning and development at Charles B. Wheeler

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#### **Aviation Manager-514129 (cont.)**

Downtown Airport. Work involves conferring with airport users, federal officials, personnel and other staff members. Directs personnel in operational needs of the Downtown Airport, confers with airport tenants regarding operational procedures, provisions of leases and invoices; assumes responsibility of airport safety programs and ensures that runways, taxiways, and field conditions permit safe operation of aircraft and motor vehicles, and coordinates activities with crash-rescue staff. **REQUIRES** an accredited Bachelor's degree in public or business administration, airport management, engineering or a related field, and 2 years of experience of a progressively responsible nature in airport management activities at the level of the City's Airport Operations Agent; OR an equivalent combination of qualifying education and experience. Must pass a pre-employment drug screen as prescribed by the City. Must successfully complete a 10-year FAA background check.

#### **Senior Aviation Manager**

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

**November 22, 2021**

#### **(Airport Police Chief)**

#### **(Job Opening ID #514126)**

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

Full-time position available. Normal Work Days/Hours: Monday- Friday, 8:00 AM- 5:00 PM. Assumes full responsibility for the planning of efficient landside, airside, and financial operations including maintenance of the multiple divisions of the department. Assists in the formulation of long range planning programs. Confers with and advises division managers on problems and projects relating to airport operations and/or maintenance including design, construction, inspections, and represents the department in dealing with other governmental agencies. Represents the department before professional and civic organizations concerning airport operations. Oversees budget planning and revisions for operations and maintenance projects. Coordinates financial, accounting, and information services to ensure accurate, real time financial information for the department. Develops directives to municipal officials. Meets with FAA and airline representatives to address complaints and other issues of concern including airport conditions, safety and security matters. Performs related duties as required. On call and responsible for incident command during aircraft/airport emergencies Must possess the ability to maintain mental alertness and have good observation skills. **REQUIRES** an Accredited Bachelor's degree in public or business administration, airport management, engineering, or a related field and six (6) years progressively responsible operational, business affairs or research and analysis experience in the operation and management of moderate sized airport facilities, law enforcement, transportation operations, and

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### Senior Aviation Manager-514126 (cont.)

building operations management including two (2) years at the level of the City's Administrative Officer OR An equivalent combination of qualifying education and experience. Must successfully complete a TSA criminal history check and pre-employment drug screen. **Preference given to candidates with at least 10 years of demonstrated leadership and progressive supervision in a recognized law enforcement agency.**

### Airport Police Officer

(Job Opening ID #512699)

\$15.66-\$31.11/hour\*

\*without a MO Post A certification

\$18.46-\$31.11/hour\*\*

\*\*with a MO Post A certification

**Open until filled**

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

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

### Airport Security Dispatcher

(Job Opening ID #512698)

\$16.05-\$24.31/hour

**Open until filled**

(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

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#### **Airport Security Dispatcher-512698 (cont.)**

Information Line. Communicates with and/or dispatches police officers and maintenance personnel about necessary equipment for the effective resolution of a variety of situations. Operates various technical systems, including, but not limited to, fire alarm and suppression systems, Video Management System, Access control System, 800 MHz Trunked Radio System and various computer information systems. Work is reviewed through observation, conferences and submitted reports. Maintains dispatch log utilizing a Computer Aided Dispatch (CAD) program, and performs related clerical work to maintain records. Conducts criminal history record inquiries for pre-employment and criminal history checks for persons seeking access to secured airport areas as well as verifies data on warrants/wants for police personnel using REJIS, MULES and NCIC. Reacts 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 (Job Opening ID #512268)**

\$15.79-\$23.16/hour

**Open until filled**

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

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

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#### **Bus Operator**

\$15.79-\$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 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 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. **Preference given for passenger endorsement and airbrake experience.** **RECRUITMENT INFORMATION**

#### **Fleet Maintenance Technician**

\$20.62-\$26.86/hour

**Open until filled**

#### **(Job Opening ID #513795)**

(Aviation Department/Fleet Maintenance Division/125 Paris Street /KCI Airport).

Several full-time positions available. Normal Work Days/Hours: 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. **REQUIRES** 3 months of semi-skilled experience in automotive repairs; OR an equivalent combination of 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 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

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#### **Fleet Maintenance Technician-513795 (cont.)**

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.

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

\$18.24-\$29.44/hour

**Open until filled**

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

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

#### **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

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## RECRUITMENT INFORMATION

### CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

### SALARY

### APPLICATION DEADLINE

#### **Maintenance Mechanic (CUP)-512701 (cont.)**

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 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.

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November 8, 2021

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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<b>Maintenance Mechanic (Job Opening ID #512703)</b>	\$16.64-\$26.86/hour	<b>Open until filled</b>
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(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 streets, sidewalks, parking lots, and airfield aprons, taxiways, and runways. Installs and repairs chain link fencing, barbed wire, mesh, snow fencing, fabricates fence gates and metal security grates. Picks up trash from streets, parking lots, and turf areas. Operates two-way radios to communicate with the FAA tower and coworkers. Operates a variety of motorized equipment from small to large pieces of equipment; highway style paint equipment, riding mowers, rotary tillers, insecticide and pesticide sprayers, agricultural tractors with 20' rotary mower decks as well as bulldozers, motor graders, dump trucks, back hoes, trenchers, front end loaders, paint trucks, and excavators. Operates and maintains snow removal equipment. The person in this position must be available day or night during snow season for emergency snow removal events. The job duties are primarily outdoor duties that are performed in all types of weather, night or day, on either the street or air side of the Airport. **REQUIRES** high school graduation and 4 years of experience in a variety of mechanical crafts; OR an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to obtain a valid MO Class A, B, or C CDL prior to the end of the probationary period as determined by the department. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

<b>Maintenance Repairer (Job Opening ID #513371)</b>	\$15.79-\$23.16/hour	<b>Open until filled</b>
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(Aviation Department/Field Maintenance Division/154 Tokyo Street/KCI Airport)

Two full-time positions available. Normal Work Days/Hours: 7:00 a.m.-3:30 p.m.; on call during inclement weather events. Assists in concrete and asphalt repairs to streets, sidewalks, parking lots and airfield aprons, taxiways and runways. Assists in the repair of chain link fencing, barbed wire, mesh, snow fencing; fabricates fence gates and metal security grates. Assists with mowing and landscaping work on either the street side or the airfield. Picks up trash from streets, parking lots, and turf areas. Operates a variety of motorized equipment from small to large pieces of equipment; tractors, mowers, dump trucks, loaders, etc. Operates and maintains snow equipment. Operates two-way radios to communicate with the FAA control tower and coworkers. **REQUIRES** completion of a trade school or a shop training program; OR 6 months experience in general

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## RECRUITMENT INFORMATION

**CLASSIFICATIONS AND  
MINIMUM QUALIFICATIONS**

**SALARY**

**APPLICATION  
DEADLINE**

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### **Maintenance Repairer-513371 (cont.)**

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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