ASHEVILLE

City of Asheville Job Postings
as of 11/17/2011 11:27:32 AM
P.O. Box 7148
Asheville, NC. 28802

Phone: (828) 259-5690
Fax: (828) 259-5479
www.ashevillenc.gov

Department: Human Resources

Position: Human Resources Generalist

Date Posted: 11/17/2011 **Deadline:** 12/2/2011
Weekly Hours: 37.5 **Shift:** Day
Salary: $17.97 **Full / Part Time:** Full Time

Requirements Provide complex administrative and highly technical duties supporting the city's HR department. Interpret departmental policies, prepare reports, coordinate projects, schedule meetings, process contracts, procurement cards, and invoices, perform analytical work, monitor budget, serve as clerk to the Civil Service Board, and provide direct assistance to the HR Director. Requirements include: Bachelor's degree in HR, Public Administration, Business Administration or a related field and 2+ years increasingly responsible administrative and/or Human Resources experience. Must have strong computer skills (MS Office), organizational skills and communication skills, be able to multi-task and coordinate a variety of projects and assignments, and have skills in research and analysis.

Department: Parks & Recreation

Position: Special Projects Coordinator

Date Posted: 11/15/2011 **Deadline:** 11/28/2011
Weekly Hours: 37.5 **Shift:** Day
Salary: $16.46 **Full / Part Time:** Full Time

Requirements Assist the senior management team of the Parks, Recreation, and Cultural Arts Department by coordinating departmental programs and projects, training volunteers, monitoring capital projects funding, organizing special meetings/training sessions/conferences, transcribing correspondence, designing marketing materials & social media postings, supporting City Council appointed boards through development & training, handling phone inquiries, producing reports, coordinating grants, and maintaining files and procedures manuals. The ideal candidate will have an Associate's degree or higher in Business Administration or a related field and 2+ years of experience in analysis or project management. Experience with a public parks and recreation department is a plus! Applicant should have considerable knowledge of the principles and practices of modern office management and word processing, spreadsheet and file maintenance computer programs. He/she should have strong analytical and research skills and the ability to deliver group presentations.

Department: Police

Position: Police Chief

Date Posted: 10/13/2011 **Deadline:** 11/30/2011
Weekly Hours: 37.5 **Shift:** Day
Salary: DOQ **Full / Part Time:** Full Time

Requirements http://ashevillenc.gov/Portals/0/city-documents/HumanResources/City_Employment/PoliceChiefRecruitmentBrochure.pdf

On-Call: No guaranteed hours, based on Department needs **Temporary: Short term**
Variable Shift: Days, P.M., or combination **Variable Hours: Schedule subject to change**

ADA / EEO / AA Employer ***Post Offer Drug Screen Required*** ***Excellent Benefits***

Department: Public Works

Position: Motor Equipment Operator II - Sanitation

Date Posted: 11/15/2011 **Deadline:** 11/28/2011
Weekly Hours: 40 **Shift:** Day
Salary: $12.31 **Full / Part Time:** Full Time

Requirements 3 opportunities to perform back-up driver responsibilities for a Rear Packer Sanitation Truck, collect brush and miscellaneous curbside trash, and provide routine preventative maintenance of equipment (checking and filling fluid levels & greasing as necessary) . With demonstrated driving successes and as opportunities arise, you may qualify as a regular route driver. Requirements include: HS/GED, at least 1 year of experience in sanitation and in the operation of heavy motorized equipment, possession of a valid Class "B" CDL issued by the State of North Carolina, the ability to lift heavy loads and master collection routes, and/or any equivalent combination of training and experience required to perform the essential position functions. Hours are 7:00 a.m. to 5:30 p.m., 4 days/week. Prefer experience driving a rear packer or solid waste collection truck. .

Department: Water

Position: Customer Service Representative I

Date Posted: 11/16/2011 **Deadline:** 11/28/2011
Weekly Hours: 40 **Shift:** Day
Salary: $12.77 **Full / Part Time:** Full Time

Requirements Multiple opportunities to assist water customers and collect payments and fees using established procedures in our customer service call center. You will issue licenses and permits, prepare invoices and daily deposits, and post transaction data. General office work, cash drawer reconciliation, data entry, and answering the phones are among the other duties involved. Requirements include: HS/GED, customer service experience, familiarity with common office machines, computer skills including keyboarding, word processing & spreadsheets, and math skills. Must have the ability to note detailed information, work with a diverse set of customers on the phone and face to face, work effectively in a high call volume situation in a customer servce call center and deal tactfully and courteously with the public. Must be able to be bonded to receive and disperse funds. Fluency in Spanish is a plus!

On-Call: No guaranteed hours, based on Department needs **Temporary: Short term**
Variable Shift: Days, P.M., or combination **Variable Hours: Schedule subject to change**

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