

AIRPORT OPERATIONS ASSISTANT

SALARY RANGE:

Grades I-II \$1,295.76 to \$2,001.84 Biweekly
\$2,817.00 to \$4,352.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning on September 16, 2016 through 4:30 p.m., September 30, 2016.

REQUIREMENTS TO FILE: Applicants must meet one of the following options A, B, or C:

- A. A Bachelor's degree from an accredited college or university in Aviation Management, Public Administration, or a closely related field (**proof required**)*;
- B. Four or more years of (paid, full-time equivalent) experience in airport or airline operations, noise abatement, or administration of complex systems, offering specific and substantial preparation for the duties of the position;
- C. A combination of related education (**proof required**)* and experience totaling four or more years.

Ability to:

- Pass the airfield driving examination prior to completion of probation;
- Effectively communicate both orally and in writing;
- Comprehend written technical material relating to airport operations and noise control;
- Follow verbal and written instructions;
- Learn a variety of computers and computer programs;
- Pass and maintain federal background check and security clearance.

Willingness to work irregular hours, weekends, evenings, overtime and holidays as needed.

A valid driver's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

***Proof of required documents must be uploaded to the application at the time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

DESIRABLE QUALIFICATIONS: Pilot Certificate, AAAE CM Certification, Knowledge of Microsoft Office, including SharePoint.

EXAMPLES OF DUTIES: Under supervision, performs field operations duties on specified shifts required to maintain airport area safety, security and airport noise ordinance standards; performs FAR Part 139 or CFR Part 1542 airfield inspections to maintain FAA Airport Operating Certificate; patrols on foot and in vehicle; responds to incidents and emergencies; assists with various Airport activities and events (airfield and tenant construction projects, filming, special aircraft operations) to ensure they are in compliance with FAA, TSA and airport regulations; observes, reports and assists in correcting safety hazards; performs maintenance of the Airport noise monitoring systems; investigates aircraft incursion; assists in wildlife hazard management system; maintains records for FAA compliance; investigates noise violations by utilizing multiple hardware and software applications (ANOMS, WebTrak, FAA Registry, AMSTAT, SharePoint, NOTAM, Voice Print); may operate a vehicle; and performs other duties as required.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Occupational Written Exam.....100%

This is a continuous examination. A minimum of 70 must be attained in each part of the examination in order to pass. Certification by score bands will be considered based on an analysis of test scores.

If you have not received notification of the status of your application by September 23, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.

This information is available in an alternative format by request at (562) 570-6202.

AIRPORT OPERATIONS SPECIALIST

SALARY RANGE:

Grades I - II: \$1,893.20 to \$2,772.08 Biweekly
\$4,116.00 to \$6,027.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning September 20, 2016 through 4:30 p.m., October 4, 2016.

REQUIREMENTS TO FILE: Applicants must meet either Option A or B.

A. Bachelor's degree from an accredited college or university* in Aviation Management, Public Administration, or a closely related field (proof required)* AND two years of paid, full-time equivalent experience in airport operations, noise abatement, airport security, and/or access control including Code 14 of Federal Aviation Regulation 139 (FAR139), Federal Aviation Regulation Part 150 (FAR150) or Part 161 (FAR161), 49 Code of Federal Regulation 1542 (49 CFR 1542) and California Code of Regulations, Title 21, sections 5000 – 5090.

B. Six years of paid full-time equivalent experience in airport operations, noise management, or airport security, and/or access control including Code 14 of Federal Aviation Regulation 139 (FAR139), Federal Aviation Regulation Part 150 (FAR150) or Part 161 (FAR161), 49 Code of Federal Regulation 1542 (49 CFR 1542) and California Code of Regulations, Title 21, sections 5000 – 5090.

Knowledge of federal and state regulations pertaining to airport operations and/or noise management.

Ability to:

- Use a personal computer including Microsoft Office software;
- Pass the airfield written and practical driving examinations;
- Comprehend written technical material;
- Effectively communicate verbally and in writing;
- Pass Transportation Security Administration (TSA) mandated background check and maintain security clearance as required by federal law.

Willingness to work irregular hours, overtime, weekends, evenings, and holidays.

A valid driver's license is required by the hiring department.

*Proof of required documents must be uploaded to the online application at time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

DESIRABLE QUALIFICATIONS: Pilot certificate; Airport Security Coordinator certification or Genetec Access Control certification; American Association of Airport Executives (AAAE) certification; advance knowledge in Sharepoint.

EXAMPLES OF DUTIES: Under general supervision, ensures compliance with federal, state, county and local laws and regulations pertaining to airport operations and noise management; responds to aircraft or other

emergencies and assists in evaluation, development, and communication of airport emergency practices, procedures, operations and policies; serves as Airport liaison with tenants, City departments, FAA/TSA staff, other agencies, contractors, and community on airport operations, noise and other issues; effectively train employees and tenants on airport procedures; coordinates special projects, events and programs, assists with airfield, terminal and facilities inspections; conducts, coordinates and maintains various Airport programs; collects, reviews, analyzes and ensures the accuracy of community noise data; investigates and initiates appropriate action regarding violation of the City's Airport Noise Compatibility ordinance; produces Airport related literature and promotional materials, technical publications and directories; may assist in the supervising of employees; utilize Sharepoint management system; assist with wildlife hazard management systems; oversees an access control office in compliance with 49 CFR 1542.207-1542.211; performs other related duties as required.

SELECTION PROCEDURE: Screening of candidates will be conducted on the basis of application packets received. Only those candidates showing the strongest backgrounds on the basis of a comparative analysis will be invited.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....Qualifying
Appraisal Interview.....100%

A minimum rating of 70 must be attained to pass the examination. Certification by score bands will be considered based on an analysis of test scores. Based upon the number of applications received, the selection procedure may be changed. In the event a revision is necessary, all affected persons will be notified.

If you do not receive notification by October 10, 2016, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.

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J.O.B.G46AN-17 SV

9/16/2016

ANIMAL SERVICES OPERATIONS SUPERVISOR (SHELTER SUPERVISOR)

SALARY RANGE:

\$2,432.80 to \$3,310.32 Biweekly

\$5,289.00 to \$7,197.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., September 23, 2016 through 4:30 p.m., October 21, 2016.

Current vacancy is in the Animal Shelter Services Section of the Animal Care Services Bureau.

REQUIREMENTS TO FILE:

Four (4) years of (full-time equivalent) progressively responsible paid experience working in an animal control agency or humane society or similar environment.

Two (2) years of supervisory experience.

Knowledge of:

- federal, state and local laws, regulations and court decisions governing the licensing, quarantining, impounding, care, destruction and disposal of animals;
- Computer applications.

Ability to:

- Communicate effectively verbally and in writing.

Some positions require knowledge of Penal Code Section 832.

A valid driver's license and DMV driving record will be required by the hiring department.

DESIRABLE QUALIFICATION: Euthanasia Certificate.

EXAMPLES OF DUTIES: Under general supervision, plans coordinates, and oversees daily operations and activities of the City's animal shelter; plans, assigns and oversees the work of employees engaged in the impound/intake, adoption, care and disposal of animals within operation of the City's animal shelter; reviews the

workload in progress at the at the animal shelter and in the field; prioritize and deploy staff as necessary to ensure compliance with departmental practices and procedures; ensures accurate records are maintained; provides input and monitors performance against annual cost center budget; determines the disposition of animals including redemption, adoptions, vaccination, care and euthanasia and the disposal of animals; interprets and instructs subordinates in animal laws, ordinances, local and state laws, policies and proper animal control methods and techniques for the humane treatment of shelter animals; coordinates studies, investigations and operational analyses; provides technical expertise to staff to assist with complex situations; ensures accurate records are maintained regarding field operations; evaluates efficiency and effectiveness of operations; develops and implements policies, procedures, ad programs; directs staff in providing courteous and expeditious customer service to the public; may direct the enforcement pertaining to the control and licensing of animals including license fees, seizure, quarantine and delinquent license penalties; other duties as required.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Appraisal Interview.....100%
A minimum rating of 70 must be attained in each phase of the examination in order to pass.

If you do not receive notification on October 28, 2016, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.

This information is available in an alternative format by request to (562) 570-6202.

DEPARTMENT LIBRARIAN

SALARY RANGE:

Grades I-II: \$2,373.60 – \$3,484.24 Biweekly
\$5,160.00 – \$7,575.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., September 21, 2016 through 4:30 p.m. October 19, 2016.

Vacancy Information:

The current vacancy is in Collection Services within the Main Library. However, other vacancies may arise in other areas within the library system.

REQUIREMENTS TO FILE:

A Master's Degree in Library Science, Information Science, or a related degree accredited by the American Library Association (proof required).*

Three years increasingly responsible professional librarian experience, including one year of supervision or lead responsibility for professional or technical staff in a library. For Automated Services positions, experience in cataloging, acquisitions, contract management and/or working with automated library systems is required.

A working knowledge of management principles and techniques, including budgeting, employee supervision, communication and team building.

Ability to manage and supervise in a changing library environment; effectively relate to a multicultural, multiethnic population, and effectively utilize computers, Internet, databases, Windows, MS Office and library software.

Willingness to work shift assignments in different locations and work evenings and weekends.

A valid driver's license may be required by the hiring department.

***Required documents must be uploaded to the online application at time of filing.**

DESIRABLE QUALIFICATIONS:

Experience with collection development and

maintenance, cataloging, acquisitions, contract management, library automation, youth, technical services, programming, archives and special collections, and community outreach. **Bilingual (ability to speak) in Spanish, Khmer, or Tagalog.**

EXAMPLES OF DUTIES: Under direction, manages and provides leadership for a neighborhood library or a Main Library department; performs complex library work; assigns, supervises and reviews the work of professional and non-professional staff; trains and develops staff; manages contracts with outside vendors; uses the automated library systems and electronic resources including the Internet; selects books and other materials and manages budgets; performs community outreach functions; plans and prepares programming and engages with the community; develops and maintains collections for relevancy and currency; performs reference work; assists and advises readers in the selection of materials; prepares reading lists, bibliographies and special indexes; prepares regular and special statistical and narrative reports; oversees facility maintenance; plans and conducts ongoing and special projects; assists managers in implementation of library policies, services and budget decisions; researches, recommends, and implements changes; may oversee system-wide services and performs other related duties as required.

EXAMINATION WEIGHTS:

Application Packet..... Qualifying
This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the minimum requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first and then in the order in which applications were filed. Eligible lists may be established periodically.

If you have not received notification of the status of your application within two weeks of filing please contact the Civil Service Department at (562) 50-6202.

This information is available in an alternative format by request to (562) 570-6202. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with public.

ELECTRICIAN

SALARY RANGE:

\$1,845.60 to \$2,509.36 Biweekly

\$4,013.00 to \$5,456.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning, September 13, 2016 through 4:30 p.m., October 14, 2016.

Current vacancy is in the Water Department.

Electricians are also used in the following departments: Airport, Gas and Oil, Harbor, Public Works, and Parks, Recreation & Marine.

REQUIREMENTS TO FILE: Applicants must meet requirements A or B listed below in order to qualify:

- A. A current State of California General Electrician Certificate-Journeyman Electrician (proof required)*
- B. A current State of California General Electrician Contractor's License (C10) (proof required)*

Proof of required documents must be uploaded to the online application at time of filing.

Willingness to:

- Work an irregular schedule, including nights, weekends, holidays, on-call, and shift rotations as required.

Ability to:

- Climb when performing overhead electrical work.

A valid driver's license will be required.

Some positions may require a Class A Commercial Driver's License.

Appointed candidates will be required to attend training on the proper procedures for handling lead paint and asbestos and to obtain State of California certification.

Harbor Department candidates must be able to pass a Transportation Worker Identification Credential (TWIC) background.

Long Beach Airport candidates must have the ability to pass Transportation Security Administration (TSA) background checks, maintain SIDA access badge, obtain an Airfield Movement Area Driver's Permit prior to passing probation (1,044 hours) and have the ability to work on complex airfield lighting systems. *

DESIRABLE QUALIFICATIONS: Knowledge of motors, motor controls, high electrical voltage systems (above 600 volts) and/or most current NEC (National Electrical Code); knowledge of SCADA (Supervisory Control and Data Acquisition) control, pumps, switch gears, large rotating assemblies, variable frequency drivers and familiarity with using tools such as meggers and circuit testing equipment; possession of OSHA 10 training certification and NFPA 70E certification (National Fire Code Association-Electrical Hazard Training); possession of Plant Maintenance Electrical/Instrumentation Technologist Grade II & III certification obtained through the California Water Environment Association (CWEA).

EXAMPLES OF DUTIES: Under direct supervision, wires, installs, maintains, repairs and tests lighting, motor control, power apparatus and equipment; performs related work as required for wiring facilities for open and concealed power and light; installs wire and equipment for outdoor decorative installations; makes electrical connections of apparatus and equipment; installs, removes or repairs electrical equipment; troubleshoots and makes temporary emergency and permanent repairs to circuits and equipment; installs, repairs and maintains street lighting systems, flood lighting systems and traffic control equipment; follows prescribed safety rules in the performance of necessary hazardous tasks requiring good physical strength and agility; may operate and perform electrical work from a man lift, bucket truck, scissor lift, or articulated boom lift; may work on pumps, pump controls, PLC (programmable logic controllers), SCADA (Supervisory Control and Data Acquisition) systems and cathodic rectifier systems; performs other related duties as required.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This is a continuous examination. All applicants meeting the requirements to file will be placed on the eligible list, with those receiving Veteran's credit first, and then in the order in which applications are filed. Eligible lists may be established periodically.

If you have not received notification of the status of your application by October 28, 2016, contact the Civil Service Department at (562) 570-6202.

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FIRE ENGINEER

SALARY RANGE:

\$2,817.52 to \$3,504.40 Biweekly

\$6,126.00 to \$7,619.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., September 23, 2016 through 4:30 p.m., October 7, 2016.

PROMOTIONAL OPPORTUNITY: This is a promotional job opportunity as defined in the Civil Service Rules and Regulations, Sections 4(19) (b) and 7. Seniority Credit, in accordance with Article III, Section 14 of the Civil Service Rules and Regulations, will be added to the final total scores of those who successfully qualify in all phases of the examination. For examination purposes, seniority credit will be based upon whole months of classified service completed as of the last day of filing.

REQUIREMENTS TO FILE: Candidates must meet all of the following requirements:

- Four years of combined active service, after permanent appointment as a Firefighter and/or Fire Recruit in the Long Beach Fire Department. Candidates must meet this requirement by October 7, 2016;
- Successful completion of the Long Beach Fire Department (40-hour) Fire Engineer Academy. Candidates must meet this requirement by October 7, 2016.
- Successful completion of S-290 Intermediate Wildland Fire Behavior (online or live delivery) (proof required)*.

Proof of valid Class A, B, or C driver license with Firefighter Endorsement is required at time of performance examination.

***Proof of required documents must be uploaded to the application at the time of filing.**

DESIRABLE QUALIFICATIONS: California State Fire Marshal, Fire Apparatus Driver/Operator 1-A and 1-B; G-131 Wildland Training for Structural Firefighters.

EXAMPLES OF DUTIES: Under direction, operates and maintains fire apparatus (i.e., engine, truck companies and other operational equipment); determines the most expedient and safest route to the scene of an emergency; positions vehicle to protect the crew and the scene while maintaining a safe distance from any hazards; operates and maintains pumping equipment; when qualified, may be assigned to operate airport, USAR and/or marine apparatus and equipment; performs daily, weekly, and monthly inspections to ensure operational readiness and safety of all apparatus and equipment; performs other duties as required.

EXAMINATION WEIGHTS:

Application.....	Qualifying
Occupational Written Test.....	20%
Performance Exam.....	65%
Appraisal Interview.....	15%

A minimum rating of 70 must be attained on each part of the examination, including each component of the Performance Test.

Selection procedure and score calculation information are included in page 2 of the Job Opportunity Bulletin.

If you have not received notification by October 7, 2016 2016, contact the Civil Service Department at (562) 570-6202.

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GENERAL LIBRARIAN

SALARY RANGE:

\$2,146.88 – \$2,917.36 Biweekly

\$4,668.00 – \$6,343.00 Monthly

Now accepting online applications only. Apply online 24 hours a day, beginning 7:30 a.m. September 21, 2016 through 4:30 p.m. October 5, 2016.

VACANCY INFORMATION:

The current vacancies are located at the Main Library within areas of Youth Services and Community Services. However, other vacancies may arise in other areas within the library system.

REQUIREMENTS TO FILE:

- A Master's Degree in Library Science, Information Science, or a related degree accredited by the American Library Association (proof required).*
- OR
- Enrollment in a Master's Degree in Library Science, Information Science, or a related degree accredited by the American Library Association (proof required)* and completion of the program prior to passing probation;
- Ability to use a personal computer, utilize Windows, MS Office, and library software; effectively relate to a multicultural, multi-ethnic population;
- Willingness to work at the Main Library or any of the neighborhood libraries on either a full-time or part-time basis; to work weekends and evenings.

Positions assigned to Youth, Adult and/or Technical Services may require candidates to have training and/or experience, and to demonstrate enthusiasm and interest in working in these areas.

A valid driver's license may be required by the hiring department.

***Required documents must be uploaded to the online application at time of filing.**

DESIRABLE QUALIFICATIONS:

Specialized experience in Youth, Adult and/or Technical Services; Bilingual (ability to speak) in Spanish, Khmer, or Tagalog is required for some positions.

EXAMPLES OF DUTIES:

Under direction, performs professional library work, including reference and readers advisory service; assists in the use of collections, equipment, and electronic resources, including social networking tools, downloadable media and supporting devices; evaluates and selects materials; provides reference assistance in person, by telephone, online and by email; prepares and provides presentations, exhibits, displays, reviews, reading lists, bibliographies, special indexes, statistics and reports; plans and conducts ongoing special programs and projects; develops strategies to encourage use of library resources; monitors budgets; participates in professional meetings and community outreach, including school visits and community meetings; may supervise non-professional staff and act as lead; performs other duties as required.

EXAMINATION WEIGHTS:

Application Packet..... Qualifying

This examination will be conducted using the continuous non-competitive procedure. All applicants meeting the minimum requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first and then in the order in which applications were filed. Eligible lists may be established periodically.

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WATER TREATMENT OPERATOR

SALARY RANGE:

Grades I-IV \$1,634.16 to \$3,484.24 Biweekly
\$3,553.00 to \$7,575.00 Monthly

Accepting online applications only. Apply online 24 hours a day beginning September 23, 2016, through 4:30 p.m., October 7, 2016.

REQUIREMENTS TO FILE:

- Grade I Water Treatment Operator Certificate, or higher, issued by the State of California Department of Public Health or State Water Resources Control Board (proof required).*

AND

- A. One year of (paid, full-time equivalent) experience working in operations in a water agency.

OR

- B. Two years of experience in the operation and maintenance of pumps and related equipment such as chemical feed machines, chlorinators and/or other technical precision equipment.

Completion of a three unit (36 contact hours) training course recognized by the State Water Resources Control Board, in drinking water treatment may be substituted for 6 months of experience (proof required).*

Ability to:

- Effectively communicate both verbally and in writing;
- Lift, push and pull 50 pounds;
- Wear a self-contained breathing apparatus.

Willingness to:

- Work various schedules, overtime, shifts, evenings, weekends and holiday hours as needed;
- Maintain safety and other relevant certifications.

A valid driver's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

***Proof of required documents must be uploaded to the application at the time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

EXAMPLES OF DUTIES: Under general or direct supervision, constructs, operates, maintains, inspects, and repairs water treatment, water supply, and water distribution facilities such as wells, reclaimed water systems, Metropolitan Water District (MWD) connections, pumping stations, reservoirs, treatment plants and components; controls and regulates flow of water through the Treatment Plant, reservoirs, pump stations and other water facilities; regulates amount of chemicals used within established parameters; washes filterbeds; maintains and repairs all chlorine feed equipment such as chlorine leak detectors, chlorine analyzers, chlorine evaporators, scales, gas feeding machines and appurtenances; chlorinates reservoirs, cisterns and main lines utilizing portable chlorination units, assists in the handling of bulk chemicals; uses safety equipment, makes calculations dealing with quantity, rate and volume of water flow; monitors and/or controls sewer lift stations, treatment plant, wells, remote water regulator vaults, and reclaimed water systems via computerized telemetry systems; observes safety rules and regulations; and performs other related duties as required.

EXAMINATION WEIGHT:

Application Packet.....Qualifying

This is a continuous examination. All applicants meeting the requirements to file will be placed on the eligible list, with those receiving Veteran's credit first, and then in the order in which applications are filed.

If you have not received notification of the status of your application by October 21, 2016, please contact the Civil Service Department at (562) 570-6202.

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