
EMPLOYMENT OPPORTUNITIES

Week of August 29, 2010

All new employees will be required to successfully pass a pre-employment physical and drug screen.

If interested in applying for any position listed below, submit applications on-line at www.wilmingtonnc.gov Or in person at the City of Wilmington Human Resources, 305 Chestnut Street- 1st floor, PO Box 1810, Wilmington, NC, 28402 or by fax to 910.341.5841. Hearing impaired, dial 711 TTY/Voice. **TO BE CONSIDERED: A CITY OF WILMINGTON APPLICATION MUST BE COMPLETED AND RETURNED TO HR BY 5:00PM ON THE CLOSING DATE.**

Individuals selected for conditional offer of employment on positions that require degrees and/or professional certifications must provide an official copy of their university/college transcript(s) and certification(s) before employment with the City of Wilmington will begin. The City will also verify High School Diploma's and GED's. Candidates for positions that require a CDL or will require a CDL will need to complete a DOT physical.

FINANCE

Contract Specialist-Purchasing

Job# 210120

New: Candidate will be responsible for providing administrative and contract support to the Purchasing division. Responsibilities include, but are not limited preparing and reviewing formal contracts and bid documents for accuracy and inclusion of all relevant information, verifies funding of contract, logging and indexing contracts for City wide archiving and retrieval and finalizing and distributing Request for Qualifications as needed for City projects. Other duties include assisting city staff, department buyers and Purchasing Manager as needed. Candidate must have excellent organizational and time management skills, ability to perform multiple tasks for multiple employees, good proof reading and editing skills, and ability to incorporate data on the city WEB page. Candidate must be able to work independently, prioritize work load and possess the ability to manage multiple tasks simultaneously. Extensive experience in Microsoft Word, and other Windows based programs and excellent written and verbal communication skills are required. Must have knowledge in preparing and reviewing contracts and insurance documents. Valid driver's license is required-must meet NC DMV standards. Demonstrated ability to develop positive working relationships with co-workers and external customers in a multi-tasked environment. Bachelor's Degree from an accredited college or university and minimum of three years up to five years experience. **Hourly Rate: \$16.12. Comprehensive benefits package including retirement, paid vacation, sick and holidays, health insurance and contribution to a deferred compensation plan.** Currently accepting applications through **Friday, September 10, 2010 at 5:00pm.**

POLICE

Criminal Intelligence Analyst-Administration

Job# 210097

The Wilmington Police Department is seeking a creative, experienced Criminal Intelligence Analyst to perform analytical research and statistical analysis to evaluate, forecast, and report on criminal activity and trends. Utilizing various data and statistics the successful candidate will prepare a wide variety of detailed reports for use in the field of criminal intelligences, planning and prevention. At a minimum the candidate must have a Bachelor Degree in Criminology, Statistics, Public Policy, or other related fields of study with a concentration in statistics, research methods, quantitative and qualitative methods from an accredited college or university and at least one year of experience conducting research using complex statistical analysis and statistical computer programs. (Please note software programs used) Strongly prefer candidates with directly related

experience in law enforcement and 3 or more years of experience as a criminal intelligence analyst. Valid driver's license is required-must meet NC DMV standards. **CRIMINAL & DRIVING HISTORY CHECKS REQUIRED. Hiring Range: \$16.12-\$20.23/per hour. Comprehensive benefits package.** Currently accepting applications through **Monday, August 30, 2010 at 5:00pm. RE-ADVERTISED – PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT RE-APPLY**

PUBLIC SERVICES

Solid Waste Operator-Yard Waste

Job# 210119

New: Candidate must have the ability to operate specialized equipment on a daily collection route, work in inclement weather conditions, ability to comply with written and oral instructions and possess the ability to lift 75lbs for extended periods of time. High School Diploma or GED, 2 years of large truck operation and CDL is required. Valid North Carolina Driver's License and experience performing outside and manual work is required. **DRIVING HISTORY CHECK IS REQUIRED. WILL BE REQUIRED TO WORK MOST CITY HOLIDAYS AND SHIFT WORK. Hourly Rate: \$13.26. Comprehensive benefits package including retirement, paid vacation, sick and holidays, health insurance and contribution to a deferred compensation plan.** Currently accepting applications through **Friday, September 3, 2010 at 5:00pm.**

Solid Waste Operator-Downtown Collections

Job# 210118

New: Candidate will be responsible for loading, transporting and compacting household and commercial refuse from the central business district. Responsibilities include, but are not limited to operation of specialized equipment used in trash collection and street cleaning, have the ability to comply with written and oral instructions and possess the ability to lift 75lbs for extended periods of time and work in inclement weather conditions. High School Diploma or GED, 2 years of large truck operation is required. Valid North Carolina Driver's License and experience performing outside and manual work is required. **DRIVING HISTORY CHECK REQUIRED. WILL BE REQUIRED TO WORK MOST CITY HOLIDAYS. May require early morning or late evening hours and weekends. Hourly Rate: \$14.62. Comprehensive benefits package including retirement, paid vacation, sick and holidays, health insurance and contribution to a deferred compensation plan.** Currently accepting applications through **Friday, September 3, 2010 at 5:00pm.**

City Surveyor – Engineering

Job# 210117

Candidate will be responsible for developing and maintaining records and documents related to City survey projects, and supervising surveying crews. Responsibilities include ensuring that the City is in compliance with applicable survey laws and principles; prepares maps for the documentation of City properties, annexations, including setting controls for new and existing right-of-ways; prepares legal descriptions and creates record maps for right-of-ways, easements, to assist with the maintenance of the City's infrastructure and property records, including the supervision of boundary surveys and setting of new boundary lines; reviews maps of subdivisions and condominium projects within the City, working with the development review section to ensure compliance with City and North Carolina mapping regulations. Candidate is also responsible for providing information regarding rights-of-ways, benchmarks, and infrastructure to private citizens, engineers and surveyors. Candidate should have good communication and supervisory skills required to prioritize and assign work, conduct performance evaluations, ensure that staff are trained, and make hiring, termination, and disciplinary recommendations. Candidate also oversees the Survey Section including budget preparation, and maintenance of equipment. Candidate should have a working knowledge of AutoCADD, electronic data collectors, GIS, GPS and related software. Associate degree in Surveying or a closely related degree from an accredited college or university and five years of related experience, including one year of lead experience is required. North Carolina Professional Survey license is required. Valid driver's license is required must meet NC DMV standards. **DRIVING HISTORY CHECK REQUIRED. Hiring Range: \$50,128 - \$72,000 DOQ (Depending on Qualifications). Comprehensive benefits package.** Currently accepting applications through **Friday, September 3, 2010 at 5:00pm.**

APPLICANTS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT IF THEY HAVE QUESTIONS REGARDING ANY INFORMATION ON THIS DOCUMENT.

APPLICATION INFORMATION
<ul style="list-style-type: none"><input type="checkbox"/> Read the job announcement carefully to make sure you understand what the position is looking for and that you have the requirements.<input type="checkbox"/> Make sure all the requested information is filled in completely and accurately. Just putting "see resume" is not acceptable.<input type="checkbox"/> Must provide an official copy of your university/college transcript(s) and certification(s) before a final offer will be made, for individuals applying for positions that require degrees and/or professional certifications<input type="checkbox"/> Don't leave any gaps in your employment history.<input type="checkbox"/> List job duties or skills that you have, which are relevant to the position you are applying for.<input type="checkbox"/> Proofread your application material.<input type="checkbox"/> Write legibly, if you are handwriting your application.<input type="checkbox"/> Include your resume and cover letter only as supplemental documents, but not as replacements for the requested information.<input type="checkbox"/> Sign and date your application.<input type="checkbox"/> Return your application to Human Resources prior to the posted closing dates/times.

Employment Citizenship Requirement-effective October 1, 2005

United States citizenship or legal alien status (must provide proof of identity and eligibility to work in the United States). The City of Wilmington does not engage in special visa programs such as H-1B and H-2A.

DEGREE VERIFICATION

Individuals selected for conditional offer of employment on positions that require degrees and/or professional certifications, must provide an official copy of their university/college transcript(s) and certification(s) before a final offer will be made. The college or university must be accredited. A list of accredited institutions is available on our website.

DRIVING STANDARD

The following criteria will be applied in determining the driving status for driving history checks. Any **one** of the following factors constitutes an unacceptable driving record.

- One conviction of driving while intoxicated, impaired or under the influence of drugs or alcohol within three (3) years preceding the closing date of the vacancy posting.
- One conviction of careless and reckless driving if the conviction is a result of a reduction from a charge of driving while intoxicated, impaired or under the influence of drugs or alcohol or prearranged racing on streets and highways within three (3) years preceding the closing date of the vacancy posting.
- One conviction of exceeding by more than 15 miles per hour the posted speed limit if also driving in excess of 55 miles per hour within three (3) years preceding the closing date of the vacancy posting. *Examples: 81 mph in a 65 mph zone; 71 mph in a 55 mph zone; or 56 mph in a 35 mph zone.*
- One conviction of involuntary manslaughter involving an automobile or death by vehicle within three (3) years preceding the closing date of the vacancy posting.
- A revocation or suspension of driving license within twelve (12) months preceding the closing date of the vacancy posting.
- Currently holding a "limited driving privilege" (paper license).
- Possess a restricted driver's license with such restrictions as to preclude meeting the requirements to drive for the City.

Hearing impaired, dial 711 TTY/Voice. EOE