

## HOUSING AIDE

**SALARY RANGE:**

Grades I - II: \$1,263.68 to \$1,861.04 Biweekly  
\$2,747.00 to \$4,046.00 Monthly

**Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., July 24, 2015 through 4:30 p.m., July 31, 2015.**

**REQUIREMENTS TO FILE:** A minimum of one year full-time (equivalent) paid experience, providing service to the public, particularly low-income individuals, in fields such as public housing, public health, vocational guidance, social service, or property management or related fields.

**AND**

Ability to: understand and operate computers and complete various calculations accurately with calculator or computer software; input data into specialized database software; comprehend written information and effectively communicate orally and in writing; deal tactfully and effectively with the general public; lift up to 20 lbs.

Proof of a valid driver license is required at time of selection interview.

**DESIRABLE QUALIFICATIONS:** Bilingual (English/Spanish) or (English/Khmer) skills are desirable for some positions.

**EXAMPLES OF DUTIES:** Under supervision, performs a variety of clerical and technical tasks for grant funded housing assistance programs under the Housing Authority. Reviews violations of tenant obligations and responsibilities for referral to the Housing Assistance Coordinator; logs, tracks and maintains detailed and accurate records on applicants, clients, owners and rent data; reviews eligibility and affordability information and assists in determining reasonable rents; prepares contractual documents and/or verifies ownership information for participating properties; performs data

entry for an automated record keeping system; provide technical support for the delivery of HUD funded and other grant funded programs; handles, reviews and secures confidential client information; assists in the investigation of possible fraud cases; research of various housing and participant issues; preparation of reports and correspondence, and archiving of files requiring boxing and transporting to storage facilities; may assist with special studies related to Housing Assistance Programs, policies and procedures; may coordinate a particular assignment for various housing units; and performs other related duties as required.

**SELECTION PROCEDURE:** Screening of applications will be conducted on the basis of application packets submitted. Only those candidates showing the strongest backgrounds on the basis of a comparative analysis will be invited to the Occupational Written Examination.

**EXAMINATION WEIGHTS:**

Application Packet.....	Qualifying
Appraisal Interview.....	100%
Occupational Written Examination.....	100%

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on an analysis of test results.

**If you have not received notification by August 14, 2015, contact the Civil Service Department at (562) 570-6202.**

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

# HOUSING ASSISTANCE COORDINATOR

## SALARY RANGE:

\$2,092.96 to \$2,845.60 Biweekly

\$4,550.00 to \$6,187.00 Monthly

**Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., July 24, 2015 through 4:30 p.m., August 7, 2015.**

## REQUIREMENTS TO FILE:

- A bachelor's degree from an accredited four-year college or university in Public or Business Administration or a closely related field (proof required)\* **AND** two years (full-time equivalent) of paid professional experience involving increasingly responsible work in implementing occupancy, eligibility, ~~and~~ property management, grant reporting and quality assurance ~~requirements~~ for a public housing agency.
- Experience offering specific and substantial preparation for the duties may be substituted for the required education on a year-for-year basis.
- Certification as a Housing Choice Voucher Specialist, Eligibility Specialist, Occupancy Specialist, or Rent Calculation Specialist (proof required)\*.
- **If appointed, candidates will be required to attend City paid training and obtain certification in Housing Quality Standards (HQS) prior to the completion of probation.**
- Knowledge of the Section 8 Housing Choice Voucher program including interviewing, HAP (Housing Assistance Payment) calculations, inspecting and reporting requirements; ability to effectively assign, direct and supervise the work of others; ability to communicate effectively, both orally and in writing; willingness to work overtime, as required.
- Proof of a valid driver license is required at time of selection interview.
- Occasional weekend hours may be required.

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

**DESIRABLE QUALIFICATIONS:** Prior or current supervisory experience is desired.

**EXAMPLES OF DUTIES:** Under direction, supervises personnel and/or coordinates activities in housing assistance programs under the Housing Authority; researches current and proposed federal laws and guidelines for housing assistance programs;

troubleshoots, participates, or advises in the most difficult cases involving eligibility, HAP calculations, rent negotiations and placement determinations; acts as liaison with the community and maintains communication with owners of assisted housing units; receives and resolves the most difficult complaints from applicants, tenants, owners, and other citizens regarding housing assistance programs; recommends procedures to enhance productivity and the level of service to the public; may train, supervise, and evaluate the work of personnel assigned to housing assistance programs under the Housing Authority; may supervise or conduct briefing sessions for various housing assistance programs; **may assist as a housing representative during the tenant grievance appeal process; may assist with monthly bi-weekly Housing Assistance Payment process as well as collections, bank reconciliations; may perform and/oversee inspections, rent reasonableness functions; may prepare or coordinate preparation of reports for submission to the U.S. Department of Housing and Urban Development; may work as Housing Authority Ombudsman;** may make presentations at community meetings; performs other related duties as required.

## SELECTION PROCEDURE:

Application Packet..... Qualifying  
Appraisal Interview ..... 100%

Screening of candidates will be conducted on the basis of application packets submitted. Only those candidates showing the strongest backgrounds on the basis of a comparative analysis will be invited to the appraisal interview. A minimum rating of 70 must be attained on the Appraisal Interview in order to be placed on the eligible list. Certification by score bands will be considered based on an analysis of test results.

If you have not received notification by August 20, 2015, contact the Civil Service Department at (562) 570-6202.

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

J.O.B. C39NN-15 DMD

08/05/15

# DRAFT

## PARK MAINTENANCE SUPERVISOR

**SALARY RANGE:**

\$1,939.60 to \$2,637.44 Biweekly  
\$4,217.00 to \$5,734.00 Monthly

**Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., July 24, 2015 through 4:30 p.m., August 7, 2015.**

**REQUIREMENTS TO FILE:** Three years full-time experience in landscape grounds maintenance. Applicants must possess good working knowledge of all phases of grounds maintenance. Applicants must have the ability to use a computer and be knowledgeable with Microsoft software applications and/or Microsoft Outlook 365. Ability to effectively communicate both orally and in writing; supervise a work crew; read and interpret plans and blueprints; knowledge of irrigation and pesticides is necessary for some positions; and experience overseeing contract maintenance services and ensuring contract compliance may be necessary. Applicants must be willing to work irregular hours, including evenings, weekends and holidays to respond to emergency call backs when necessary.

A valid driver's license will be required. A valid Class A license is required for positions in the Beach Maintenance Division and a valid Class B license is required for positions in the Water Department.

**DESIRABLE QUALIFICATIONS:** Experience supervising or leading a crew of grounds maintenance personnel. Recent education in park administration, horticulture, botany or a related field. Experience with drought tolerant plants and drip line irrigation systems. A pesticide Applicator's License ("B" or "C" category), Arborist, or Irrigation Association Certification. Beach landscape maintenance with heavy equipment experience is highly desirable.

**EXAMPLES OF DUTIES:** Under general supervision, participates in and supervises the work of a maintenance crew and/or monitors the daily functions performed through contracted maintenance services; directs, supervises, trains and evaluates the work of maintenance crew personnel; monitors and oversees contracted maintenance services

including daily inspections of areas, completion of inspection forms and preparation of adjustment forms; serves as a liaison between contractors and department management; plans, organizes and implements annual, monthly and weekly maintenance schedules; manages all hardscape and landscaping within assigned area, including, but not limited to, diagnosing and directing pesticide application, diagnosing and directing repair of irrigation systems including electric time clocks, solar time clocks, replacement of main water supply valves; diagnoses and makes recommendations for tree maintenance trimming and directs the operations of a tree trimming contractor, and handling special landscape projects; enforces safety regulations and facilitates safety tailgate meetings; responds to customer inquiries and complaints; tracks performance of employees and/or contractors; reads and interprets landscape plans and blueprints; requests analysis and makes recommendations on costs and specifications for work requested from private contracts; understands and interprets detailed maintenance specifications to assure adequate contract compliance; maintains records and prepares reports; and performs other related duties as required.

**EXAMINATION WEIGHTS:**

Application Packet.....Qualifying

This examination will be conducted using the non-competitive procedure. All applicants meeting the minimum requirement 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. Screen of candidates will be conducted on the basis of application packets submitted.

**If you have not received notification by August 17, 2015, contact the Civil Service Department at (562) 570-6202 or email [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov).**

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

# PARK NATURALIST

## SALARY RANGE:

\$1,712.56 to \$2,325.60 Biweekly

\$3,723.00 to \$5,056.00 Monthly

**Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., July 24, 2015 through 4:30 p.m., August 7, 2015.**

The current vacancy is at El Dorado Nature Center.

**REQUIREMENTS TO FILE:** Graduation with a four-year degree in the Natural Sciences, Horticulture, Outdoor Recreation or a related field with specific coursework in botany, biology, zoology, wildlife management, forestry, conservation and education (**proof required**)\*; **AND** One year of (full-time equivalent) paid, professional experience in the operation and development of a nature center, nature museum, historic site gardens and landscapes, park, forest, or outdoor recreation area. Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

Ability and willingness to:

- Supervise and train staff and volunteers, assist in planning activities, maintain program activities and prepare and direct interpretive educational programs;
- Effectively operate personal computers.

Proof of a valid driver license is required at time of selection interview.

Overtime, weekend and holiday hours may be required.

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

**DESIRABLE QUALIFICATIONS:** Bilingual (English/Spanish or English/Southeast Asian) skills are desirable for some positions; plant restoration experience and/or certification; certification from the National Association of Interpretation.

**EXAMPLES OF DUTIES:** Under general supervision, plans, organizes, develops, and provides environmental and historical education and activity programs to the public and schools; maintains, preserves and restores the natural and historical environments at the City's Nature Center and/or formal gardens and landscape area of historical sites; develops and implements programs to promote interest in the study and appreciation of nature, landscapes, conservation and/or cultural history; leads educational walks on the Nature Center trails; plans and prepares permanent and temporary exhibits, including historical site formal gardens and landscapes; delivers lectures and arranges for guest lectures; supervises and trains volunteers and staff; writes educational and promotional materials, including publicity releases, articles, brochures, manuals, and other related written materials for publication; performs, directs and supervises the restoration, preservation, propagation, irrigation, care and maintenance of the nature center facilities or historic site formal gardens and landscape areas; maintains records and prepares activity reports; develops program budgets and monitors expenditures; researches history and development of historic site gardens, preservation, conservation and natural resources; researches grant availability and develops funding proposals; assists with research, design, acquisition, and development of landscape areas at historic sites; monitors grants and revenue generating activities; performs other related duties as required.

**SELECTION PROCEDURE:** This examination will be conducted using the non-competitive procedures. 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. Screening of candidates will be conducted on the basis of application packets submitted.

**If you have not received notification by August 19, 2015, contact the Civil Service Department at (562) 570-6202 or [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov).**

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

J.O.B. D93AN-15

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8/5/15