

# 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 at 7:30 a.m., November 6, 2015 through 4:30 p.m., November 20, 2015.

**REQUIREMENTS TO FILE:** A Bachelor's degree from an accredited college or university\* (proof required) AND two years of recent, full-time equivalent paid work experience in airport operations, noise abatement, airline operations, airport security and/or access control.

### OR

Six years of recent, full-time equivalent paid work experience in airport, airline or noise management, operations, or security 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.

Ability to pass the airfield written and practical driving examinations; comprehend written technical material; effectively communicate orally and in writing; ability to 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 at time of appointment.

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

**DESIRABLE QUALIFICATIONS:** Pilot certificate and/or computer simulation modeling using the Federal Aviation Administration's Integrated Noise Model or Aviation

Environmental Design Tool; Airport Security Coordinator certification or Genetec Access Control certification; American Association of Airport Executives (AAAE) certification.

**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 operations, noise and other issues; 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; 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  
Writing Exercise.....Qualifying  
Appraisal Interview.....100%

A minimum rating of 70 must be attained to pass the examination.

If you do not receive notification within two weeks of filing, please contact the Civil Service Department at (562) 570-6202.

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

J.O.B. G46AN-16 SV

10/30/2015

# COMMUNITY INFORMATION SPECIALIST

## SALARY RANGE:

Grades I-II \$1,263.68 to \$1,903.12 Biweekly  
\$2,747.00 to \$4,138.00 Monthly

Current vacancies are in Library Services and Parks, Recreation and Marine Departments

Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., November 6, 2015 through 4:30 p.m., November 20, 2015.

## REQUIREMENTS TO FILE:

- One year full-time equivalent paid experience in marketing community oriented programs and services that requires proficiency with graphic design software, such as QuarkExpress, Adobe Illustrator, Adobe Photo Shop.
- Ability to effectively communicate both orally and in writing.
- Ability to write and edit copy of publications and promotional materials.
- Willingness to work overtime, weekends and holidays as required.

A valid driver's license may be required.

**DESIRABLE QUALIFICATIONS:** Coursework in Public Relations, Journalism, Graphic Design, Communications or a related field (proof required)\*.

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

**EXAMPLES OF DUTIES:** Under direct supervision, assists, coordinates or implements public information, marketing and publicity activities/materials for community programs and services; may write and edit content and take digital photos for department website, Facebook and Twitter sites; provides creative approaches to design, marketing programs and services; writes and distributes

press releases to publicize programs and services; responds to media inquiries; produces coordinated graphic designs for events and programs including flyers, posters, signs, T-shirt designs, print advertising, banners and billboards; creates maps, displays, certificates, signs, flyers and brochures; creates design and layout of various publications; maintains website; may write and edit employee and community newsletters; meet deadlines; writes and edits publications; may staff public information booths and make presentations to community groups; may supervise, train and instruct subordinate staff or interns; may assist with the creation of written marketing plans and other publicity strategies; performs other related duties as required.

**SELECTION PROCEDURE:** Screening of candidates will be conducted on the basis of completed application packets submitted. Only those candidates showing the strongest backgrounds on the basis of a comparative analysis will be invited to the appraisal interview.

## EXAMINATION WEIGHTS:

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

If you have not received notification within two weeks or shortly after the close of filing, contact the Civil Service Department at (562) 570-6202.

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

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

If a special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

## **CRIMINALIST**

**SALARY RANGE:**

Grades I - IV: \$2,315.60 to \$4,162.48 Biweekly  
\$5,034.00 to \$9,050.00 Monthly

**Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., November 6, 2015 through 4:30 p.m., December 4, 2015.**

Vacancy Information: The current vacancy is for a Criminalist IV (Quality Assurance Manager).

**REQUIREMENTS TO FILE:** Graduation from an accredited four-year college or university with a bachelor's degree in Criminalistics, Forensic Science, Physics, Chemistry, Biological Sciences, or closely related science field (proof required)\* in accordance with The American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB).

A valid motor vehicle operator's license will be required at time of appointment.

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

**In accordance with Article V, Section 41, the probationary period shall total 2,088 scheduled work hours before classified status will be earned.**

**DESIRABLE QUALIFICATIONS:** At least seven (7) years of experience working as an analyst in an accredited laboratory (ISO 17025) with quality assurance duties; ability to pass a comprehensive personal and criminal background investigation; ability to work evenings and weekends.

**EXAMPLES OF DUTIES:** Under direction, may perform physical and chemical analyses in the examination of evidence and prepare reports of findings; may examine crime scenes, and collect, examine and preserve physical evidence; testify in court as an expert witness; use computers, computer databases and specialized equipment; test-fire various firearms, consult with, police officers, attorneys, and private experts; operate, calibrate, and perform maintenance on breath alcohol testing instruments; may act in a lead capacity; may teach classes and provide training on forensic

investigation and the collection and preservation of evidence, may make recommendations concerning the laboratory budget and policy; may monitor and ensure continued compliance with state laws, laboratory licensing requirements, external accreditation standards, the most recent ASCLD/LAB Policy on the Estimation of Uncertainty of Measurement, Measurement Traceability, Department policies, and Crime Laboratory operational standard and quality management system; may monitor and maintain control of documentation for the laboratory operations, quality manual, technical procedures, personnel testimony evaluations, case records, technical records, instrument calibration, maintenance records, training records, competency testing, quality assurance records and documentation related to the quality system; assist with grants, quality assurance audits and manual revisions; and perform other duties as required.

**SELECTION PROCEDURE:** This examination will be conducted using the continuous, non-competitive procedure. Applicants may apply only once during a four month period. The eligible list will remain in effect for a minimum of six months. All applicants meeting the minimum requirements to file will be placed 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. Eligible lists will be established periodically.

**Candidates will be notified of the status of their application by December 4, 2015. If you do not receive notification, 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. F06AN-16 SG

11/4/2015

# LIBRARY CLERK

## SALARY RANGE:

Grade I-IV: \$ 1,203.20 - \$2,103.60 Biweekly  
\$ 2,616.00 - \$4,573.00 Monthly

**Accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., November 16, 2015 through 4:30 p.m., November 20, 2015.**

## REQUIREMENTS TO FILE:

Candidates must meet one of the three following requirements:

- 1) One year of (full-time equivalent) paid experience performing routine clerical and customer service duties in a library system or equivalent customer service environment (e.g., banks, retail, etc.); **OR**
- 2) Six months of (full-time equivalent) paid experience performing routine clerical duties with the City of Long Beach Public Library System; **OR**
- 3) Completion of 12 college units in library science or a library technician program (**proof required**)\*.

Ability to interact with a wide variety of people in a courteous and effective manner; knowledge of standard library practices; ability to use a personal computer and peripherals; type neatly and accurately; perform clerical duties which requires a knowledge of grammar, spelling, punctuation and mathematics; ability and willingness to lift up to 40 pounds with or without accommodation; willingness to work part-time or irregular schedules including evenings and weekends and travel between the various city libraries.

A valid driver's license will be required at time of appointment.

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

## DESIRABLE QUALIFICATIONS:

Bilingual English/Spanish language skills are desirable for some positions; Proficient in Microsoft Word, Excel, and

Outlook.

**EXAMPLES OF DUTIES:** Under supervision, performs a wide variety of entry and journey-level clerical library duties; interfaces with patrons in providing public and technical library services and information; performs circulation and service desk duties using an automated system to check out and check in library materials, collect fines and fees, and register new borrowers; interprets and resolves questions regarding library circulation policies; receives refunds, reconciles cash, and prepares cash receipt reports; assists in routine cataloging, ordering and processing of library books and materials; types letters, reports, forms and notices; maintains statistical and other records; operates standard office machines; assists with collection development and programming; operates and makes minor repairs to audiovisual equipment; may use book bins, book trucks, laminators, paper cutters, binding machines, staplers, and similar equipment; may operate delivery vehicles; may prepare graphics, displays and exhibits; may open and close neighborhood libraries; may train, assign, interview, select, evaluate, supervise and discipline subordinates; performs other related duties as required.

## EXAMINATION WEIGHTS:

Written Examination.....100%

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

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

**If you do not receive notification within two weeks after filing 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. D46AN-16 SV

10/30/2015