

FINAL

Job Title GENERAL LIBRARIAN
 Closing Date/Time Fri. 7/19/2019 4:30 PM Pacific Time
 Salary \$2,278.24 – \$3,095.92 Biweekly
 Job Type Classified - Full-Time, Permanent
 Location Long Beach, California
 Department Library Services – (CL)

Accepting online applications only. Apply online 24 hours a day beginning on July 5, 2019 through 4:30 p.m., July 19, 2019.

EXAMPLES OF DUTIES: Under direction, performs professional library work, including reference and readers' advisory service; catalogs materials; 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, reading lists, bibliographies, 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; and performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet either Option A or B:

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

OR

- B. Enrollment in a Master's Degree in Library Science, Information Science, or a related degree program from an accredited American Library Association (**proof required***) and completion of the program prior to passing probation.

***Required documents, such as transcripts, degrees, and/or certificates must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

Additional Requirements to File:

- Positions assigned to Youth, Teen, 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 motor vehicle operator's license and current DMV driving record must be submitted to the hiring department at the time of selection.

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Ability to:

- Effectively utilize computers, Internet, databases, 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.
- Work weekends and evenings.

DESIRABLE QUALIFICATIONS:

Bilingual skills (speak, read, and/or write) in Spanish, Khmer, and/or Tagalog.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This selection procedure will be conducting using a non-competitive process. Applications will be evaluated based on training, experience, education, certificates and/or licenses. There is no examination.

The resulting eligible list will remain in effect for six months, but may be extended. All applicants meeting the Requirements to File will be placed on the eligible list, Applicants receiving Veteran's Credit will be placed on the eligible list first followed by the order in which applications were filed.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/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.

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

For hearing impaired, call (562) 570-6638.

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Job Title **PUBLIC HEALTH NUTRITIONIST**
 Closing Date/Time August 30, 2019, 4:30 pm
 Salary \$1,958.56 - \$3,423.76 Biweekly
 Job Type Classified - Full-Time, Permanent
 Location Long Beach, California
 Department Health Department

Accepting online applications only. Apply online 24 hours a day, at 1:30 p.m., June 28, 2019 through 4:30 p.m., August 30, 2019.

EXAMPLES OF DUTIES: Under general supervision, develops, implements, and coordinates nutrition services provided to participants in public health nutrition programs; develops and implements programs designed to improve nutrition of patients through changed dietary practices in the Women, Infants and Children's Program; provides nutrition assessments, food and diet information, and breastfeeding education and support to the public by means of class sessions and individual counseling; consults with Health Department staff on specific food and nutrition problems; visits neighborhood facility centers to provide training and counseling on a decentralized basis; develops educational materials and protocols for nutrition program participants; conducts training for department staff, and community organizations; develops high risk nutrition intervention plans and documents in the Management Information System (MIS); prepares or assembles written and/or audiovisual material as aids in training and counseling sessions; determines individual and group nutrition practices by determining cultural preferences and dietary patterns; conducts studies and surveys of nutrient consumption, nutrition assessment and education, and other factors affecting nutrition practice; may conduct scheduled participant file audits as part of the Continuous Quality Improvement (CQI) program; may coordinate programs with community organizations and others in the Health Department to provide nutrition expertise; may act in lead/supervisory capacity; performs other related duties as assigned.

REQUIREMENTS TO FILE:

Applicants must meet the following requirements listed below:

- Graduation with a Bachelor's degree from an accredited four-year college or university with a major in Public Health Nutrition, Dietetics, or related field **(proof required) ***.
- AND**
- Current status as a Registered Dietitian Nutritionist **(proof required*)** or eligible to take and pass the Registered Dietitian Nutritionist exam within the 6-month probationary period **(proof required) ***.

Additional Requirements:

- Ability to communicate effectively and deal tactfully with clients of diverse ethnic, cultural, and economic backgrounds.
- Ability to operate a personal computer and/or other information systems.
- Willingness to work evenings or weekends as required.

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

***Required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

DESIRABLE QUALIFICATIONS: Bilingual skills (Spanish). Knowledge of Women, Infants, and Children (WIC) program.

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 do not receive notification after two weeks of recruitment closing, please contact the Civil Service Department at (562) 570-6202.

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An Equal Opportunity Employer

FINAL

Job Title SENIOR LIBRARIAN
Closing Date/Time Fri. 7/19/2019 4:30 PM Pacific Time
Salary \$2,717.76 – \$3,697.44 Biweekly
Job Type Classified - Full-Time, Permanent
Location Long Beach, California
Department Library Services – (CL)

Accepting online applications only. Apply online 24 hours a day beginning on July 5, 2019 through 4:30 p.m., July 19, 2019.

EXAMPLES OF DUTIES: Under direction, plans, assigns, supervises, and evaluates work of professional and non-professional library staff; trains and develops staff members; participates in the development and implementation of library programs and services; assists in the implementation of library goals and objectives; assists in developing and monitoring budgets; recommends and implements library policies and procedures; prepares regular and special statistical and narrative reports; develops and maintains the library collection for relevancy and currency; represents the City and Library system at professional meetings; responds to inquiries and complaints regarding library services; participates in outreach to the community, community organizations, and schools; advises and assists library patrons in making effective use of information and sources; demonstrates the use of public access computers and other reference tools; researches and responds to reference questions, or refers questions as appropriate; develops and maintains the integrated library system; schedules and provides library tours; reviews and evaluates new publications and materials; prepares and designs books displays, posters, and other library displays to engage reader and community interest; and performs other related duties as assigned.

REQUIREMENTS TO FILE:

Candidates must meet both Options A and B:

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

AND

- B. Three years of increasingly responsible full-time, paid professional librarian experience, including one year of supervision or lead responsibility for professional or technical staff in a library.

***Required documents, such as transcripts, degrees, and/or certificates must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

Additional Requirements to File:

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- A working knowledge of management principles and techniques, including budgeting, employee supervision, communication, and team building.
- Willingness to work shift assignments in different locations and work evenings and weekends.
- A valid motor vehicle operator’s license and current DMV driving record must be submitted to the hiring department at the time of selection.

Ability to:

- Supervise in a changing library environment.
- Effectively relate to a multicultural and multiethnic population.
- Effectively utilize computers, Internet, databases, Windows, MS Office and library software.

DESIRABLE QUALIFICATIONS:

Experience with collection development and maintenance, cataloging, acquisitions, contract management, library automation, youth services, technical services, educational programs, archives and special collections, and community outreach; and bilingual (ability to speak) in Spanish, Khmer, or Tagalog.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying

This selection procedure will be conducting using a non-competitive process. Applications will be evaluated based on training, experience, education, certificates and/or licenses. There is no examination.

The resulting eligible list will remain in effect for six months, but may be extended. All applicants meeting the Requirements to File will be placed on the eligible list, Applicants receiving Veteran's Credit will be placed on the eligible list first followed by the order in which applications were filed.

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FINAL

Job Title	SENIOR SURVEY TECHNICIAN
Closing Date/Time	Friday, July 26, 2019, 4:30pm
Salary	\$2,446.72 - \$3,325.60
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments – (CL)

Accepting online applications only. Apply online beginning on July 5, 2019 through 4:30 p.m., July 26, 2019.

EXAMPLES OF DUTIES: Under general supervision, operates, adjusts and maintains survey instruments including total stations, levels, theodolites, electronic hydrographic and distance measuring equipment, GPS/RTK receivers, High Definition Laser Scanner, and other precision equipment used in conducting large varieties of survey work; performs varied field and office survey calculations including traverse, triangulation and level adjustments using a computer or programmable calculator; computes areas, volumes and grades; prepares grade sheets; reduces survey notes; plots profiles; provides project research; prepares maps, drawings and plats; may be assigned to furnish field technical experience to assist office engineering personnel; assists in operation of boat and special equipment on hydrographic surveys; operates a City vehicle*; collects, downloads, processes, adjusts, plots and creates necessary digital and hard-copy records of data; uploads, checks and lays out data in the field; creates spreadsheets and reports, and accesses databases; and performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet either Option **A**, **B**, or **C** below:

- A.** One year (paid, full time equivalent) experience on a survey party engaged in land surveying AND either 15 units of land surveying courses from an accredited college or 30 units of pre-engineering, Geography, or related courses from an accredited college **(proof required) ****.
- B.** One year (paid, full time equivalent) experience on a survey party engaged in land surveying AND a valid State of California Land Surveyor-in-Training or Engineer-in-Training Certification **(proof required) ****.
- C.** Three years (paid, full time equivalent) experience on a survey party engaged in land surveying.

Additional Requirements to File:

- Working knowledge of the care and use of modern electronic surveying instruments;
- Ability to perform physical labor involved in surveying;
- Willingness to work overtime, nights, weekends, holidays, split shifts and possible shift work;
- Proficiency with personal computers, including knowledge of computer applications such as Microsoft Office or other related software.

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*A valid motor operator’s license is required for the position. A current DMV driving record may be required by hiring department at the time of the selection.

****Required documents, such as college transcripts, or DD-214 Member 4 Form for Veteran's Credit must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

DESIRABLE QUALIFICATIONS:

Experience with computer applications, such as AutoCAD Civil 3D, MicroStation InRoads, MicroSurvey Star*Net, Trimble Business Center, or other related software is desirable for some positions.

EXAMINATION WEIGHTS:

Application Packet.....Qualifying
Occupational Written Test.....Qualifying

A minimum rating of 70 must be attained on the written examination in order to be placed on the eligible list.

This is a continuous eligible list and it will expire in six months but may be extended.

The Written exam is tentatively scheduled for week of August 12, 2019. If you have not received notification by August 2, 2019, please contact the Civil Service Department at (562) 570-6202

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