

**City of Goldsboro North Carolina
Human Resources Management Department**

Post Office Drawer A
Goldsboro, NC 27533

(919) 580-4357
Fax (919) 580-4293

JOB HOTLINE—(919) 580-4296

JAN.-FEB. 2012

Use the link below to obtain the status of all City of Goldsboro positions.

http://www.ci.goldsboro.nc.us/city_hall/human_res.aspx

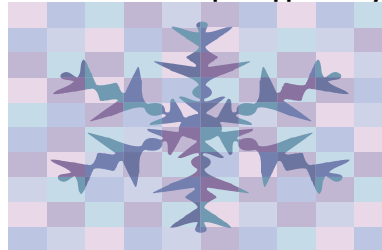
Attention Applicants: *Applications must be submitted to the Department of Human Resources Management Office, PO Drawer A, Goldsboro, NC 27533 or you may apply in person at 214 N. Center Street, Goldsboro, NC. A separate application must be submitted for each position you are interested in. You may include a resume; however, resumes are not accepted in lieu of a completed City of Goldsboro employment application. Only applicants considered for an interview will be contacted. Applicants please review City application to ensure you have the latest version, found on website.*

Applications must be received in the Human Resources Management Department before 5:00 p.m. on the closing date. Positions listed as "Open until Filled" are subject to close without notice. The City of Goldsboro is an Equal Opportunity Employer.

Applications may be obtained from our website www.ci.goldsboro.nc.us and picked up at
The Human Resources Management Office located at

Historic City Hall
214 N. Center Street
Goldsboro, North Carolina 27533

**Pre-employment drug screening and criminal background check required.
The City of Goldsboro is an Equal Opportunity Employer.**



Job Posting Updated: 1/31/2012

Recreation Center Assistant

This employee assists the center leader in enforcement of rules and regulations; ensures a safe environment; resolves patron issues that arise during visits at the center; explains and enforces city and department rules and regulations; assists with hiring, training, and preparing schedules for part-time staff; answers telephone calls; receives visitors, provides information about center hours and activities to the public; performs office assistance tasks associated with operations and program administration; inspects center for needed request to rent facility; explains rental policy; prepares weekly schedules, attendance records, and activity reports; develops promotional materials and advertises programs; researches information and provides data to support budget proposals and requests. May act in the absence of the Recreation Center Leader. Evening, night and weekend work should be expected. Performs related tasks as required.

Education/Qualifications Required:

- General knowledge of the methods and practices of community recreation work; general knowledge of a variety of athletic, table games, and other recreational activities;
- Working knowledge of the policies and procedures of the Parks and Recreation Department; ability to develop and organize recreational activities for groups; ability to instruct and train participants;
- Ability to coordinate and plan activities for a wide variety of interests; ability to work effectively with persons of various ages; ability to maintain order and safety in a recreational center; ability to deal tactfully, firmly and courteously with the public; ability to prepare written reports and publicity material; ability to maintain an effective working relationship with other employees.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and / or up to 10 pounds of force frequently, and / or a negligible amount of force constantly to move objects.
- Graduation from a two-year college with a degree in recreation or related field preferred; or any combination of education, training and experience.
- Must possess a valid North Carolina driver's license.

Salary Range: Grade 12 **Hiring:** \$28,250 **Midpoint:** \$35,313 **Maximum:** \$42,375

Closing Date: Position open until filled

Downtown Goldsboro Promotions Coordinator

An employee in this class is responsible for assisting the Director in implementing activities, programs, and efforts that support the downtown development program. Responsibilities include executing events and activities, promoting downtown through marketing, public relations, and advertising efforts. Work entails a significant amount of public contact with business owners, public officials, employees, and the general public. Public relations activities include representing the organization through live media recordings and presentations to various civic and business groups. Employee must exercise considerable tact and discretion in dealing with the public. Responsible for ensuring downtown aesthetics and improvements are maintained according to agreed upon standards and communicates any items requiring attention to the Administrative Assistant and/or Director.

Education/Qualifications Required:

- Knowledge of effective public relations and promotions activities to support organizational program and effective practices and methods used in event planning and execution.
- Knowledge of modern office practices and equipment.
- Ability to plan and execute logistics of large-scale community events. Ability to organize, multi-task and handle varied assignments.
- Ability to establish and maintain effective working relationships with business/property representatives, public officials at the local and state level, contractors, community leaders, other department heads, other employees, and the general public.
- Ability to communicate effectively in oral and written forms.
- Graduation from accredited college or university with a degree in business, public relations or a related field and related experience which will yield the required knowledge, skills, and abilities; or any equivalent combination of education and experience.

Salary Range: Grade 18 **Hiring Rate:** \$37,858 **Midpoint:** \$47,323 **Maximum:** \$56,787

Closing Date: February 6, 2012

Senior Administrative Support Specialist

An employee in this class performs a variety of advanced journey level administrative and technical support duties. Works independently to perform a variety of responsible administrative and program support duties requiring a comprehensive understanding of the departmental mission, rules, regulations, procedures and services.

- Provides customer service requiring considerable knowledge of the department's service, regulations and procedures.
- Collects and reviews data; may conduct research; compiles records and reports; creates tables, spreadsheets or databases to generate report information; maintains program files.
- Performs accounting and budget monitoring functions for the department including monthly reports and reconciliations; purchases operating supplies and materials; compiles information for the department budget and assists with developing a draft budget for the department head's review; may provide recommendations on equipment and technology upgrades.
- May collect fees and provide receipts.
- Process payroll for the department; verifies timesheets and leave records are accurate and maintains the department's personnel records and files; prepares and/or types confidential personnel reports, evaluations and disciplinary actions.
- Prepares a variety of scheduled and special reports for senior management and various government agencies.
- Handles confidential or sensitive technical information in an appropriate manner.
- Performs related duties as required.

Education / Qualifications Required:

Education and experience equivalent to graduation from a college or business school with an associate's degree and considerable journey level secretarial or administrative experience including strong public contact.

Salary Range: Grade 13 **Hiring Rate:** \$29,663 **Midpoint:** \$37,079 **Maximum:** \$44,495

Closing Date: Position open until filled

****PLEASE NOTE: If you have recently submitted an application for the position (Senior Administrative Support Specialist) you need not re-apply because your current application is still active.****