



City of Goldsboro North Carolina
Human Resources Management Department
(919) 580-4357
Fax (919) 580-4293

Post Office Drawer A
Goldsboro, NC 27533

JOB HOTLINE—(919) 580-4296

EMPLOYMENT OPPORTUNITIES

MARCH 2010

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.*

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.

PLANNING & COMMUNITY DEVELOPMENT

REHAB/COMMUNITY DEVELOPMENT SPECIALIST -- An employee in this class performs administrative and public information work in support of a variety of City CDBG and HOME programs to include the Homeowner and Renter Rehabilitation, Homebuyer and Homeownership Assistant Programs. Work includes developing and marketing the program through preparation and distribution of written materials and through public meetings and workshops; working with lenders to prepare loan packages; preparing documents for Homebuyer Assistance and Homeowner Rehabilitation programs, and processing payments, fees, reimbursements, grant agreements, promissory notes, deeds of trusts, and related documents; monitoring compliance with program guidelines; and maintaining a variety of reports and files. Rehabilitation work will include preparing cost estimates and work write-ups, preparing bid packages, and meeting with contractors to discuss work and analyzing bids. Also assists the CD Administrator with monitoring and implementation of other CDBG and HOME programs for the City. Work requires considerable public contact, especially with property owners, potential homeowners, lending institutions, realtors, attorneys and non-profit agencies and organizations. Work is performed under the supervision of the CD Administrator and is evaluated through periodic conferences, review of records and reports, and the results obtained in the community projects.

Job Posting Updated: 3/2/2010

DESIRABLE EDUCATION AND EXPERIENCE

- Graduation from a four year college or university with a degree in planning, business administration to include filing and record keeping, finance or related field and experience in the community development field; or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS

- NC Driver's License.
- NC Notary certification or ability to obtain within one year of hire.
- Possession of Housing Counselor certification within one year of hire, according to availability of training.
- Demonstrated experience in area of housing rehabilitation and construction write-ups.

CLOSING DATE: OPEN UNTIL FILLED

SALARY: HIRING: \$39,751 ~ MIDPOINT: \$ 49,689 ~ MAX: \$59,627

POLICE DEPARTMENT

CERTIFIED POLICE OFFICERS - Performs responsible protective work involving a variety of general or support duty police assignments, patrolling the City to observe violations of the law, assisting citizens, making arrests, testifying in Court and preparing records.

REQUIREMENTS:

- Any combination of education and experience equivalent to graduation from high school.
- Must possess an appropriate driver's license valid in the State of North Carolina and North Carolina Basic Law Enforcement certification.
- Must meet and maintain minimum qualifications for the position as established by the department and/or State of North Carolina.

SALARY RANGE: HIRING RATE: \$32,703.00 ~ MIDPOINT: \$40,879 ~ MAXIMUM: \$49,055.00. OPEN RECRUITMENT. PLEASE CALL OR VISIT THE HUMAN RESOURCES DEPARTMENT FOR ADDITIONAL INFORMATION BEFORE SUBMITTING A POLICE APPLICATION.

PUBLIC WORKS

EQUIPMENT OPERATOR II (CEMETERY)-- Performs intermediate semi-skilled work in the operation of motorized equipment – heavy construction and maintenance equipment. Operates dump trucks, garbage packers, trash trucks and related equipment. Directs crew members and performs work in accordance with established safety rules and regulations.

EDUCATION & EXPERIENCE

- Any combination of education and experience equivalent to graduation from high school and considerable experience in the operation of medium-duty motorized equipment.

SPECIAL REQUIREMENTS

- Possession of a valid NC Commercial-B restricted or full B Drivers license.

SALARY RANGE: HIRING RATE: \$26,905.00 ~ MIDPOINT: \$33,632.00 ~ MAX: \$40,358.00

Opening Date: March 1, 2010