

## PLS 502 Public Human Resources Administration

### Exercise: Writing a Good Job Add

**Directions:** Read each of the attached job descriptions from various job announcements. Be prepared with your answers to each of the questions below. In class you will form into groups of no more than five people. Pick a spokesperson to record your answers and report out. As a group, share your individual answers and then try to reach a group consensus on the answers to the following questions:

- § Review each of the attached job adds/position descriptions. List the duties, responsibilities, and tasks that job incumbents are expected to perform. Identify only those tasks readily discerned from the position description/job add.
- § Is it clear what knowledge, skills, and abilities are needed by an applicant?
- § Is it clear what the education, experience, or other eligibility requirements are for the position?
- § Is it clear how to apply for the job and what application materials are required?
- § Critique each of the job adds/position descriptions. What would you change to improve them?
- § If you were responsible for overseeing the hiring process for each position how would you approach the recruitment process? Would you focus on internal or external recruiting? If you would focus on external recruiting, how would you proceed?
- § If you were responsible for administering the selection process, how would you proceed? How would you determine whether applicants had the required knowledge, skills, abilities, and other qualifications? How would you rank the candidates? What selection methods would you use?
- § Assume you were going to interview a candidate for each position but you only had 15 minutes for each person. What are the five questions you want to be sure to ask?

# Town Manager

**Salary: Competitive salary and benefits.**

## Town of North Topsail Beach

### North Topsail Beach, North Carolina

Five member Board of Aldermen elected for 4 year staggered terms. Mayor elected at-large. \$3 million budget; 25 full-time employees. Popular coastal community located on the outer banks of North Carolina noted for high quality of life.

Requires Bachelor's degree (MBA or MPA preferred); proven leader who has demonstrated ability to manage major initiatives and a history of providing local government services. Prior successful experience in planning, finance, human resources, intergovernmental and public relations and building community consensus important. Must be committed to high quality service delivery.

Submit letter of application, detailed resume with salary history and work related references to the address below or Email [jmaxwell@springsted.com](mailto:jmaxwell@springsted.com). For further information visit [www.springsted.com](http://www.springsted.com).

**Mr. John T. Maxwell, Senior Vice President**

Springsted Incorporated  
4698 Honeygrove Road, Suite 4  
Virginia Beach, VA 23455  
FAX: 757.422.6617  
[jmaxwell@springsted.com](mailto:jmaxwell@springsted.com)

**Closing date for application:** October 5, 2007.

Job posting at [www.govtjobs.com](http://www.govtjobs.com)

# GRANT WRITER/HOUSING COORDINATOR

**Salary: Starting salary \$35,000 - \$42,000 per year, plus an excellent benefits package.**

## City of Show Low

### Show Low, Arizona

Performs professional work involving grant writing and related administration; grant funding research and analysis; prepares grant applications for submission and public presentation; assists departments with grant preparation and compliance as needed. The work involves considerable initiative in identifying new grant sources that become available and tracking all grant creation activities at the federal, state and local levels, while insuring timeline and regulatory compliance; maintains grant files and documentation; establishes and maintains effective relations with other agencies and public officials; as well as responsibility for administering all programs related to housing and CDBG projects.

Reports to the Administrative Services Director with work product reviewed through conferences, meetings, written reports and by overall results achieved. This class is an FLSA exempt-administrative.

Education and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, Journalism or a closely related field and some (1-2 years) of successful experience in grant writing and grant submission coordination.

Resumes may be included but will not be accepted in lieu of actual employment application. Applicants may call (928) 532-4011 or access the City web page, [www.ci.show-low.az.us](http://www.ci.show-low.az.us) for further information and a copy of the City application.

Where to Apply: City application must be submitted and reviewed by the Human Resources Department at the address below.

#### **Human Resources Department**

Show Low City Hall  
550 N. 9th Place  
Show Low, AZ 85901  
(928) 532-4011

[www.ci.show-low.az.us](http://www.ci.show-low.az.us)

**Closing date for application:** Apply Immediately

- The City of Show Low is an Equal Opportunity/Americans with Disabilities Act Employer.

Job posting at [www.govtjobs.com](http://www.govtjobs.com)

# CODE ENFORCEMENT INSPECTOR II

Salary: \$40,080 - \$60,121 D.O.Q.

## City of Wilson

### Wilson, North Carolina

Performs difficult technical work in the inspection of electrical, plumbing, building, or technical installations for compliance with legal standards. Position may perform condemnations, assist with minimum housing inspections, and works on special projects as needed. Position will also perform residential and commercial plan reviews.

Any combination of education and experience equivalent to completion of high school supplemented by courses in building, electrical, plumbing, or mechanical trades, and considerable experience in the installation, repair, maintenance, and inspection of electrical or mechanical systems, or in building construction or plumbing trades will be accepted. Code Enforcement Inspector I applicants must possess a NC Standard Level II Certification in at least one building trade (Electrical preferred). Applicants possessing a NC Standard Level III Certification in Electrical, Building, Plumbing, or Mechanical Inspection will be preferred. Code Enforcement Inspector II applicant must have a Standard Level III in one building trade, and a Standard Level II in another trade. Applicants possessing multiple Level III Certificates will be preferred. Possession of a valid Drivers License is required.

The City provides an excellent working environment as well as benefits package. The package includes sick and annual leave accrual, nine paid holidays, paid life insurance, membership in the North Carolina Local Government Employees' Retirement System, 5% 401(k) contribution, group medical, dental, and vision plans.

The process begins with a complete evaluation of the applications submitted. Only a limited number of persons determined to be most qualified, as reflected by the contents of their application, will be invited to a personal interview. The interview will cover the knowledge, skills, and abilities required to perform the duties of the vacant position. The applicant determined to best fit the needs of the position will be given a careful reference and thorough criminal background check, along with a complete medical examination, and drug test.

No résumés accepted in lieu of a completed City of Wilson Application.

The City of Wilson, NC, population approximately 50,000+ and growing, is a culturally diverse community ideally situated along I-95 and US 264, less than a 40 minute drive to the capital city of Raleigh and 100 miles from North Carolina's Crystal Coast region. Wilson has earned the highest ranking for economic strength of any NC micropolitan community. Wilson is also ranked the 13th highest in the nation out of 577 micropolitan communities by Policom Corporation in 2006. Wilson is large enough to lead and small enough to feel like home.

**Human Resource Dept**  
City of Wilson  
PO Box 10  
Wilson, NC 27894-0010  
252-399-2246 \* FAX: 252-399-2253  
[tsauls@wilsonnc.org](mailto:tsauls@wilsonnc.org)  
[www.wilsonnc.org](http://www.wilsonnc.org)

**Closing date for application:** Apply Immediately

- Equal Opportunity Employer
- Affirmative Action

Job posting at [www.govtjobs.com](http://www.govtjobs.com)

# Senior Planner

Salary: \$41,916 - \$48,203 (DOQ)

## Georgetown County Government

### Georgetown, South Carolina

Under limited supervision, works with County staff and Elected Officials to develop short and long range plans to maintain and enhance the delivery of services to the County's residents. Reports to the Director, Planning and Code Enforcement. Specific duties include:

- Exercises responsibility for all functions related to planning of land and utilities management, community development, and master/supplementary plan preparation.
- Manages and oversees subordinate staff in performing operational duties as well as special projects.
- Seeks Federal and State funding and grants for infrastructure and community development.
- Coordinates the division's interaction with and assistance to other County departments, governmental and private agencies, the Planning Commission, the Zoning Board of Appeals and the public.
- Develops organization and methodology for projects, determines data to be compiled and technical techniques to be used. Provides technical expertise in area of specialization to other planners and government officials.
- Gathers, analyzes and evaluates data in connection with planning projects. Prepares comprehensive reports on planning projects and makes recommendations.
- Attends meetings with government officials and citizens to explain plans. Makes formal public presentations
- Consults with agencies in the County to determine the need for planning projects and the goals for identified projects.

Requires a Bachelor's degree in City or Regional Planning or closely related field and a minimum of four years experience in local government planning, or any equivalent combination of educational or work experience which provides the required knowledge, skills and abilities. High level of computer skills and valid SC Drivers License required.

- South Carolina Retirement System
- State Health Plan
- Paid Annual and Sick Leave
- Annual Cost-of-Living & Performance Pay Increases

Georgetown County, located on the South Carolina coast between Charleston and Myrtle Beach (at the southern end of the famous "Grand Strand"), is a great place to live and work!

**Greg Troutman**

Georgetown County

P.O. Drawer 421270

Georgetown, SC 29442

(843) 545-3074 \* FAX: (843) 545-3252

[humanresources@georgetowncountysc.org](mailto:humanresources@georgetowncountysc.org)

[georgetowncountysc.org](http://georgetowncountysc.org)

**Closing date for application:** Apply Immediately

- Equal Opportunity Employer

Job posting at [www.govtjobs.com](http://www.govtjobs.com)

## CITY MANAGER

### NAPLES, FLORIDA

Naples (pop. 23,000) is considered by many to be the crown jewel of Southwest Florida. With its subtropical climate and soft breezes from the Gulf of Mexico, people are awestruck by its natural beach beauty. In addition to its natural features, Naples is known for its world-class shopping, exceptional dining opportunities, and abundance of challenging golf courses. The City can be characterized as being residential, with a resort lifestyle.

Council-Manager form of government. The legislative body consists of a Mayor and six Council Members. Each is elected at large for four-year staggered terms.

Naples is a full service city, with a staff of 500 and a Total Budget of \$135 million.

The major issues in Naples deal with redevelopment and assuring that it supports a high quality of life and protects the tranquility, natural beauty, and residential values of the City. Naples is a very affluent community, and citizens expect a very high level of services.

The ideal candidate understands redevelopment in the context of an up-scale beach community, is accustomed to a high level of service delivery, has excellent organizational and financial skills, is high energy, and is politically astute and socially adept. Experience in an up-scale environment, similar to Naples, is highly desirable.

The starting salary range is \$150,000 to \$200,000, DOQ. Fringe benefits are generous, including the possibility of housing assistance.

Cover letter, resume, and salary history by September 24, 2007, to: Tom D. Freijo, Ph.D., Senior Vice President, The Mercer Group, Inc., Freijo@Mercerfl.com P.O. Box 9328, Winter Haven, Florida 33883. FAX: (863) 299-6737. EOE. Preference in initial employment shall be given to eligible veterans and spouses of veterans. Applications in Florida become a matter of public record upon receipt.



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## DEPUTY PARKS & RECREATION DIRECTOR

**RECRUITMENT DATES** August 27, 2007 - Until selection is made. First review of application material will occur on September 17, 2007.

**SALARY** \$\$73,694 - \$116,085 annualized. Appointment can be made above the minimum depending upon qualifications.

### [Click here for additional Benefits Information](#)

**EXPERIENCE** Requires five years of progressively responsible experience in government or non-profit large agency management positions, including three years of experience in an administrative position with supervisory responsibility and responsibility for program management and budget administration, including management experience for capital projects, plus a bachelor's degree in recreation or parks management, public or business administration, or finance and accounting. Other combinations of experience and education that meet the minimum qualifications may be substituted.

**DUTIES** Directs, administers and develops programs, and oversees activities for the City of Phoenix Parks and Recreation system, planning, research and development programs which can include land acquisition, and capital development and grants which are provided through a variety of funding mechanisms. Deputies may oversee one or more operations in parks development, community outreach, specialized maintenance and aquatics, natural resources, sports turf management and Parks and Recreation operations in a defined geographic area, or the department's Management Services operations. The Deputy Director acts as a Project Manager and City negotiator for major projects. Considerable initiative and independent judgment is exercised, and work is evaluated by an Assistant Parks and Recreation Director. The Deputy Director is responsible for managing large complex projects which cross departmental lines and require special skills in dealing with City departments, community groups and not-for-profit agency boards and executive staff. Deputy Directors are responsible for the management of professional technical and field operations staff.

**ALSO REQUIRED** Some positions in this classification require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess an appropriate valid Arizona driver's license, possess personal insurance coverage, and have an acceptable driving record.

**RESIDENCE** Maricopa County residency is required within 24 months after the date of hire and must be maintained.

**EVALUATION** Based on resume and cover letter. In your resume or cover letter, please describe your experience in parks and recreation management as it relates to the duties listed above. Specifically, list your experience in working with community groups, budget or accounting functions and development of programs.


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**APPLY** Apply on-line or submit your resume, cover letter, and data collection form to the City of Phoenix Application Office. The recruitment may close without notice when a sufficient number of applications have been received or the position has been filled.

**REFERENCE** Deputy Parks & Recreation Director  
MK 41660 07 01 DCF BL: MM; WS: M; JL 2,7;~CB~

[Apply online. Click here!](#)

 **To download application materials, [click here](#).** (About 6 KB, requires Microsoft Word. Complete the application materials and submit to the City of Phoenix Application Office, 135 N. Second Ave., Phoenix, AZ 85003.)

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**Middle Manager Employees Compensation and Benefits Information**

- Annual salary increases awarded based on Performance Achievement Program, which establishes goals and objectives reviewed by the City Manager each fiscal year.
- Receive 9.6% of base salary from the City, pre-tax, in a 457 or 401(a) deferred compensation fund. Additional contributions by the employee are optional.
- \$280 per month transportation subsidy.
- \$100 per month communication allowance (cell phone, pager).
- Tuition reimbursement available (\$4,591 per year).
- \$2,006 available per year for professional memberships, training seminars, etc.
- Defined benefit pension with Rule of 80 (age + years of service).
- Free bus pass.

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**OTHER BENEFITS:**

- 11 1/2 paid holidays.
- 10 hrs per month sick leave that can be saved without limit.
- 15 paid vacation days (8 hours per month vacation + 3 personal days). Vacation hours increase with years of service.
- 2.5 days per year paid education leave.
- Pre-tax flexible spending accounts for health care and child care expenses.
- Medical insurance: Choose between HMO or Indemnity Plans.
- Dental insurance: Prepaid or Indemnity Plan.
- Life insurance - 1.5 times base salary provided at no cost.
- Elder care assistance - no cost.
- Long term disability coverage - no cost.

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## HUMAN RESOURCES/PERSONNEL ANALYST

**RECRUITMENT DATES** September 17, 2007 – September 28, 2007.

**SALARY** \$19.76 - \$29.43 hourly / \$41,101 - \$61,214 annualized.

[Click here for additional Benefits Information](#)

**EXPERIENCE** Requires a relevant bachelor's degree and at least six months of personnel/human resources experience at the paraprofessional level or higher. Public sector, supervisory, and employee relations experience is desirable, as is experience with an automated personnel/payroll database. Other combinations of experience and education that meet the minimum qualifications may be substituted.

**DUTIES** Performs professional personnel/human resources work in a division of the Personnel Department or the Personnel Section of an operating department. Personnel Analysts perform a variety of functions which may include; recruiting/testing, classification/compensation, labor relations, administrative investigations, discipline, affirmative action, employee development, personnel and payroll transactions, and the Employee Assistance Program. Personnel Analysts may rotate among the various assignments and may supervise one or more employees. Vacancies are anticipated over the life of this eligible (hiring) list.

**ALSO REQUIRED** Some positions in this classification require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess an appropriate valid Arizona Driver's license, possess personal insurance coverage, and have an acceptable driving record. Positions in the Police Department must meet the polygraph and background standards that are appropriate to non-sworn positions. Some positions must meet background standards appropriate to employees of the Municipal Court. Moving objects weighing up to 20 pounds may be required. Some positions require occasional evening, early morning, and Saturday hours.

**RESIDENCE** Maricopa County residency is required within 24 months after the date of hire and must be maintained.

**EVALUATION** Based on resume and cover letter. In your cover letter or resume, please describe your experience as it relates to the requirements stated above. Resume and cover letter guidelines are available at [www.phoenix.gov](http://www.phoenix.gov) or at the Application Office. Only applicants who meet the requirements as stated in the "Experience" section will be placed on the eligible-to-hire list.

**APPLY** Apply on-line or submit your resume, cover letter, and data collection form to the City of Phoenix Application Office. All completed application material must be received by 8:00 a.m., Monday, October 1, 2007 in the Application Office or the drop box in front of the Personnel Building.


**REFERENCE** Personnel Analyst I

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JLB - #05110 07 2 DCF BL:U7, WS:AP, JL:2,4 ~CB~

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#### Current Employment Opportunities

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#### Supervisory & Professional Employees Compensation and Benefits Information

- Earn salary increases annually based on performance up to the top of the salary range.
- Receive 5.65% of your base salary from the City, pre-tax, in a 457 or 401(a) deferred compensation fund. Additional contributions by the employee are optional.
- Tuition reimbursement available (\$4,591 per year) starting with your first day on the job.
- \$1,000 available to spend per year toward professional memberships, training seminars, etc.
- Longevity payments, which supplement salary, are available semi-annually after you reach the top of your range and have 7 years of City service.
- Defined benefit pension with Rule of 80 (age + years of service).
- Free bus pass.

#### OTHER BENEFITS:

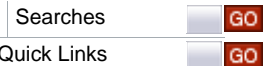
- 11 1/2 paid holidays per year.
- 10 hrs per month sick leave that you can save without limit.
- 15 paid vacation days to (8 hours per month vacation + 3 personal days). Vacation hours increase with years of service.
- 14 hours per year paid education leave.
- Pre-tax flexible spending accounts for health care and child care expenses.
- Medical insurance: choose between HMO or Indemnity Plans.
- Dental insurance: Prepaid or Indemnity Plan.
- Life insurance.
- Elder care assistance.
- Long term disability coverage.

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- Administrative and Professional

## PLANNER III

**RECRUITMENT DATES** June 4, 2006 - Until selection is made.

**SALARY** Range: \$58,178 - \$86,882 annualized.

Hiring salary: \$58,178 - \$67,642 annualized. *Appointment can be made above the minimum depending upon qualifications.*

[Click here for additional Benefits Information](#)

**EXPERIENCE** Requires a bachelor's degree in urban planning, landscape architecture, architecture, engineering, political science, geography or a related field and five years of experience in urban planning, including three years at a level above entry level. A master's degree in planning or a planning related field, and AICP certification may enhance your opportunity. Other combinations of experience and education that meet the minimum qualifications may be substituted.

**DUTIES** May supervise a team of planners and others in a program of current planning, long-range planning, impact fees, or plan review; assigns, participates in, and reviews the results of major planning projects; performs difficult and complex planning functions with assistance from lower-level professional employees; may assist in the writing and administration of zoning, subdivision, design review and sign ordinances; and may staff citizen committees or serve as hearing officers. Administers city-wide design review through site plan, subdivision and construction document review and related development plan processing. Attends development review pre-application, preliminary and appeal project meetings. Currently there is one vacancy in the Development Services Department.

**ALSO REQUIRED** Some positions in this classification require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess an appropriate valid Arizona driver's license, possess personal insurance coverage, and have an acceptable driving record. Working irregular hours, shifts, weekends, holidays, and evenings may be required. Moving objects weighing up to 40 pounds may be required.

**RESIDENCE** Maricopa County residency is required within 24 months after the date of hire and must be maintained.

**EVALUATION** Based on resume and cover letter. In your cover letter or resume, please describe your training and experience in urban planning at the professional level. Resume and cover letter guidelines are available at <http://phoenix.gov/EMPLOY/resumeg.html> or at the Application Office. Only applicants who meet the requirements as stated in the "Experience" section will be placed on the eligible-to-hire list.

**APPLY** Apply on-line at or submit your resume, cover letter, and data collection form to the City of Phoenix Application Office. *The recruitment may close without notice when a sufficient number of applications have been received or the position has been filled.*


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**REFERENCE** Planner III

JOV -#18230 06 2 DCF BL:U7, WS:AP, JL:2,6

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### Supervisory & Professional Employees Compensation and Benefits Information

- Earn salary increases annually based on performance up to the top of the salary range.
- Receive 5.65% of your base salary from the City, pre-tax, in a 457 or 401(a) deferred compensation fund. Additional contributions by the employee are optional.
- Tuition reimbursement available (\$4,591 per year) starting with your first day on the job.
- \$1,000 available to spend per year toward professional memberships, training seminars, etc.
- Longevity payments, which supplement salary, are available semi-annually after you reach the top of your range and have 7 years of City service.
- Defined benefit pension with Rule of 80 (age + years of service).
- Free bus pass.

#### OTHER BENEFITS:

- 11 1/2 paid holidays per year.
- 10 hrs per month sick leave that you can save without limit.
- 15 paid vacation days to (8 hours per month vacation + 3 personal days). Vacation hours increase with years of service.
- 14 hours per year paid education leave.
- Pre-tax flexible spending accounts for health care and child care expenses.
- Medical insurance: choose between HMO or Indemnity Plans.
- Dental insurance: Prepaid or Indemnity Plan.
- Life insurance.
- Elder care assistance.
- Long term disability coverage.

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