



CITY OF PLAINFIELD PERSONNEL DIVISION JOB OPPORTUNITY BULLETIN

DEPARTMENT OF ADMINISTRATION, FINANCE, HEALTH AND SOCIAL SVCS.

OPEN: May 30, 2014 CLOSSES: June 6, 2014

Position: **PUBLIC SAFETY TELECOMMUNICATOR, BILINGUAL
ENGLISH AND SPANISH**

Division/Unit: Police Division

Salary Range: 41,248 – 54,984

REQUIREMENTS:

EXPERIENCE:

One (1) year of experience in work involving the receiving, transmitting, and relaying of video display and/or radio messages, and in the receiving, relaying, and recording of complaints and requests for emergency assistance, which shall have included the use of video display, data processing, automatic number identification, automatic location identification, switching equipment, or other computer oriented-equipment.

NOTE: Public Safety Answering Points (PSAP) means the first point of reception of a 9-1-1 call. Public Safety Dispatch Points (PSDP) means a location which provides dispatch services for one or more public safety agencies. Appointees to positions at Public Safety Answering Points and at some Public Safety Dispatch Points must have achieved training and certification by the Office of Emergency Telecommunications Services (OETS) in the Department of Law and Public Safety as required by NJAC 17:24-2.2.

SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

Position: **Administrative Clerk**

Division/Unit: Director's Office, Public Works and Urban Development

Salary Range: \$ 57,337 – 76,180

REQUIREMENTS: Five (5) years of experience in clerical work.

NOTE: Successful completion of a two-year college level course in secretarial science may be substituted for two (2) years of the above experience.

DIVISION OF RECREATION SUMMER POSITIONS

(All Recreation summer positions average approximately 30 hours per week up to a maximum of 35 hours per week).

Position: **Instructor - Football**

Hourly Range: \$10.00 - \$15.00

Requirements: 60 College Credits Preferred, Coaching Experience Required

Duration: 07/14/2014 – 07/25/2014

Position: **Instructor – Basketball (2)**

Hourly Range: \$10.00 - \$15.00

Requirements: 60 College Credits Preferred, Coaching Experience Required

Duration: 07/14/2014 – 07/25/2014

Position: **Instructor – Dance (2)**

Hourly Range: \$10.00 - \$15.00

Requirements: 60 College Credits Preferred, Experience teaching dance is also required

Duration: 07/14/2014 – 07/25/2014

Position: **Instructor – Softball**

Hourly Range: \$10.00 - \$15.00

Requirements: 60 College Credits Preferred, Coaching Experience Required

Duration: 07/14/2014 – 07/25/2014

Position: **Instructor – Swimming (Water Safety) (4)**
Division/Unit: Recreation
Hourly Range: \$10.00 - \$15.00
Requirements: Water Safety Instructor Certificate is Required.
Duration: 06/27/14 – 09/02/2014

Seasonal Worker – Applicants must have special knowledge/skills in the subject activity

Position: **Seasonal Worker – Football (2)**
Hourly Range: \$8.25 -- \$15.00
Duration: 07/14/14 – 07/25/14

Position: **Seasonal Worker – Basketball (4)**
Hourly Range: \$8.25 -- \$15.00
Duration: 07/14/14 – 07/25/14

Position: **Seasonal Worker – Softball**
Hourly Range: \$8.25 -- \$15.00
Duration: 07/14/14 – 07/25/14

Position: **Seasonal Worker – Dance**
Hourly Range: \$8.25 -- \$15.00
Duration: 07/14/14 – 07/25/14

Position: **Seasonal Worker – Recreation (2)**
Hourly Range: \$8.25 -- \$15.00
Requirements: 60 College Credits Preferred, Bilingual Preferred. Must be available to work weekends and evenings.
Duration: 07/14/14 – 07/25/14

Lifeguard positions required the Lifeguard and CPR Certifications – Must present copies at time of application.

Position: **Head Lifeguard (4)**
Hourly Range: \$8.25 -- \$15.00
Duration: 06/23/14– 09/02/14

Position: **Lifeguard (30)**
Hourly Range: \$8.25 -- \$12.00
Duration: 06/23/14– 09/02/14

Position: **Swimming Pool Night Watchman (10)**
Hourly Range: \$8.25 -- \$15.00
Requirements: Must be available Nights and Weekends
Duration: 06/16/14 -09/12/14

Position: **Playground Supervisor (2)**
Hourly Range: \$15.00 - \$18.00
Requirements: 60 College Credits, Education major preferred. Experience work with youths and previous camp experience is required. Bilingual desirable.
Duration: 06/23/14 -08/22/14

Position: **Playground Leader(4)**
Hourly Range: \$8.25 -- \$12.00
Requirements: Previous camp experience is required. Bilingual desirable.
Duration: 06/23/14 -08/22/14

Position: **Assistant Playground Leader (12)**
Hourly Range: \$8.25 -- \$10.00
Requirements: Previous camp experience is desirable. Bilingual desirable.
Duration: 06/23/14 -08/22/14

Position: **Junior Playground Monitor (15)**
Hourly Range: \$8.25 -- \$15.00
Requirements: Bilingual desirable.
Duration: 07/01/14 -08/15/14

Position: **Summer Food Program Clerk**
Hourly Range: \$8.25 - \$15.00
Requirements: Clerical experience is required
Duration: 06/23/14 -08/22/14

Position: **Summer Food Program Monitor(8)**
Hourly Range: \$8.25 - \$15.00
Duration: 06/26/14 -09/02/14

Position: **Recreation Program Specialist (1)**
Hourly Range: \$25.00 - \$33.00
Requirements: BA/BS Degree required – Bilingual Preferred
Duration: 06/09/14 – 12/31/2014

Position: **Recreation Program Specialist (1)**
Hourly Range: \$25.00 - \$33.00
Requirements: BA/BS Degree required – Knowledge of aquatic programming is also required
Duration: 06/09/14 -09/12/14

Application must be submitted by the closing date to the:
Personnel Division,
515 Watchung Avenue,
Plainfield, NJ 07060

The City of Plainfield is an Equal Opportunity Employer