



EMPLOYMENT OPPORTUNITIES

CITY OF BERKELEY
Human Resources Department
2180 Milvia Street
Berkeley, CA 94704
(510) 981-6800

<http://agency.governmentjobs.com/berkeley/default.cfm>

Employment Opportunities as of Tuesday, October 21, 2014

You can apply on-line for any of the recruitments listed below by visiting our web-page: <http://www.cityofberkeley.info/jobs>

Job #	Job Title	Job Type	Salary	Opens	Closes
2014-09-28140	Community Services Specialist III	Full-Time	\$7,409.00 - \$8,958.00 monthly	09/22/14	10/31/14

The Position:

The application filing deadline for this recruitment has been extended through Friday, October 31, 2014.

The City is currently accepting applications for this city-wide classification. Some departments that currently have this classification include City Manager; Parks, Recreation, and Waterfront; Health, Housing, and Community Services, Planning and Development, Economic Development, and Rent Board. **Candidates who apply by the final filing date and pass all examination phases will have their names placed on an employment list that will be used by any of the listed City departments to fill career full-time and or temporary positions that may open up in the next 12 months.**

Community Services Specialist III's have responsibility for major City sponsored community organization and/or social service programs. Incumbents are responsible for coordinating major programs, from inception through approval and implementation. Responsibilities may include providing supervisory direction to professional, technical and office support staff, as well as performing highly specialized and difficult programmatic activities. Interdepartmental consultation may be received from subject area professionals, as required by the challenges of service provision for a specific client base.

Typical duties of Community Services Specialists include:

- Coordinating and performing program management, administrative and technical duties necessary to achieve project and program objectives
- Managing, planning, coordinating and integrating various phases of comprehensive community services development and management activities, including initial planning, feasibility studies, community involvement, project design, project approval and implementation activities
- Acting as City liaison to professional and civic groups, community organizations and individuals; conveys opinions and suggestions from these groups to management staff
- Preparing written and oral reports regarding assigned programs and projects; making oral presentations to the community, City Council, City Manager and other agencies about the department's plan and programs; coordinating project activities with other City departments
- Preparing and monitoring project and program budgets and expenditures; developing timetables and work programs; reviewing and evaluating program data, considering alternatives and making sound recommendations, including alternative courses of action, such as project restructuring, funding alternatives, and cost reduction; preparing reports of studying conclusions

The current full-time vacancy is in the City's Health, Housing and Community Services Department.

2014-09-11030	Deputy City Manager	Full-Time	\$12,479.00 - \$16,828.00 monthly	09/22/14	10/24/14
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The Position:

To be considered for this exciting career opportunity, please forward a letter of interest, resume and references to:

David Abel
Acting Director of Human Resources
City of Berkeley
2180 Milvia Street, First Floor
Berkeley, CA 94704

Or via email: dabel@cityofberkeley.info

Please follow [this link to the recruitment brochure](#).

For additional information or questions, please contact David Abel at 510-981-6807 or via email at dabel@cityofberkeley.info

2014-09-11040	Director of Finance	Full-Time	\$11,481.00 - \$15,783.00 monthly	09/22/14	10/24/14
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The Position:

To be considered for this exciting career opportunity, please forward a letter of interest, resume and references to:

Margaret Edwards
Acting Senior Human Resources Analyst
City of Berkeley
2180 Milvia Street, First Floor
Berkeley, CA 94704

Or via email: medwards@cityofberkeley.info.

Please follow [this link](#) to the recruitment brochure.

For additional information or questions, please contact Margaret Edwards at 510-981-6820 or via email at medwards@cityofberkeley.info

2014-10-13520	Manager of Housing & Community Services	Full-Time	\$9,091.00 - \$11,056.00 monthly	10/06/14	10/27/14
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The Position:

We are currently accepting application for the Manager of Housing and Community Services.

Please follow [this link](#) to the recruitment brochure for more information about this opening.

2014-10-14040	Supervising Civil Engineer	Full-Time	\$9,528.00 - \$11,504.00 monthly	10/20/14	11/17/14
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The Position:

The City of Berkeley has a new exciting opportunity for a Supervising Civil Engineer.

Employment application, detailed resume and supplemental questions will be accepted through Monday, November 17 at 5:00 p.m. PST.

For more information on this exciting career opportunity, [please follow this link to the recruitment brochure](#).