



EMPLOYMENT OPENINGS

City of Salina offers excellent benefits including retirement & savings plans, health, vision & life insurance, prescription coverage, & paid time off. If requesting Veterans Preference, provide a DD214 copy. Apply at <https://jobs.salina-ks.gov>. Applications are required for each position & must be fully complete & correct. Email is used throughout the hiring process. Contact: Human Resources Department, 300 W. Ash, Room 200, Salina, KS 67401. Email: human.resources@salina.org. Direct Line: (785) 833-8018; Office: (785) 309-5710.

• FULL-TIME POSITIONS •

CITY MANAGER'S OFFICE

COMMUNICATIONS / MEDIA MANAGER

Application Deadline: Until filled-City Manager's Office-Duties: Serves as principal media contact & spokesperson, supporting transparent & timely public information. Develops proactive communications/marketing strategies; coordinates responses to media inquiries & emerging issues; oversees content across web, social media, video, print, & other channels; supports public communications during emergencies & incidents. Advises City leadership & departments on communications opportunities, public messaging, & sensitive issues; recommends strategies to bring public attention to & involvement with initiatives. Produces educational & informational news content related to City services, functions, & events; prepares & launches a variety of promotional messages & public awareness campaigns in various formats, including press releases, newsletters, professional journals, website content, public presentations, videos, radio shows, mail campaigns, media outlets, & social media venues to assist in educational & branding efforts. Organizes press conferences; supports emergency public-information operations, including coordination with emergency management; serves as Public Information Officer. Engages & informs citizens by providing timely, accurate, concise & strategic information regarding organizational initiatives, projects, services, & programs; meets with citizens, neighborhood organizations & other groups to answer questions & provide service information. Performs continual assessment & use of analytics to evaluate reach, public understanding, & effectiveness; builds collaborative partnerships with local media, agencies, & organizations. Reviews organizational webpages & other electronic forms of information to make recommendations regarding form of message, content, timeliness, communication approach & grammar. Manages open records requests & approves release of City information in accordance with the Kansas Open Records Act. Direct oversight of division staff. Education: Bachelor's degree in communications, marketing, business, journalism, public relations or related field. Experience: Strong communication skills; demonstrated competency regarding the use of current electronic media & engagement tools, desktop publishing, & graphics software. Three (3) years of public relations, marketing or relevant work experience. Two (2) years of supervisory experience preferred. Requirements: Possession of a valid Kansas driver's license required. Work Type: Light, 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. Works inside with limited work outside. Equipment: Calculator, computer, copy machine, fax machine, printer, scanner, tablet, telephone, & video camera. Hours: Monday – Friday. 8:00 a.m. to 5:00 p.m. Attends meetings outside of normal office hours. Compensation DOQ: Full pay range: \$56,099-89,760/yr. Starting pay range: \$56,099-58,926/yr.

FINANCE DEPARTMENT

DIRECTOR OF FINANCE & ADMINISTRATION

Application Deadline: Until filled – Finance Department-Duties: Provides leadership & direction for the Finance Department, including Finance, City Clerk & Water Customer Accounting; plans, organizes, directs & evaluates departmental staff; develops & implements goals, policies, & programs for departmental financial, records, & accounting management. Directs the preparation & management of the City budget through City Manager & Commission guidance; develops & establishes controls necessary to assure the accuracy & security of all records & funds; presents reports & makes budget presentations for City Commission, attending City Commission meetings as needed. Establishes & maintains city accounting system including administration of assets & liabilities, accounts payable, purchasing, receipting, utility billing & collections, business licenses & tax collections, cash management, capital improvement program, bond sales, & financial reports & reporting guidelines. Ensures completeness & timeliness of reports, records & related documents including the comprehensive Annual Financial Report; coordinates audit. Evaluates legislation with fiscal implications to the City; directs and/or

DIRECTOR OF FINANCE & ADMINISTRATION (CONTINUED)

conducts feasibility & financial impact studies & presents findings & recommendations. Develops meaningful departmental metrics to reflect measurable outcomes; analyzes data on efficiency & effectiveness of programs & services; develops, reviews & monitors organizational financial trends; works collaboratively with other City department directors to provide guidance & identify financial resources for operational & functional needs. Develops & monitors systems of approval for City expenditures. Performs related work & other tasks as necessary as a member of the City Manager's executive management team; perform other duties as assigned. Department head of small department. Education: Bachelor's degree in accounting, business, public administration, or a related field with emphasis on governmental financing and/or accounting. Experience: Five (5) or more years of progressively responsible experience in governmental financing & accounting. Two (2) years supervisory role. Must qualify to be bonded. Requirements: Must possess a valid Kansas driver's license. Must live within the corporate limits of the city. Work Type: Light, 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. Works inside in office setting. Hours: Monday – Friday. 8:00 a.m. to 5:00 p.m. Attends meetings outside regular office hours. Pay Range DOQ: \$105,784-169,257/yr.

FIRE DEPARTMENT**FIREFIGHTER / PARAMEDIC**

Applications accepted for annual hiring pool. Applications deadline: TH 12/31/2026-Fire Department-Duties: Responds to fire alarms & Emergency Medical Systems (EMS) emergencies with a pumper, ambulance, & ladder or rescue company. Performs light & heavy-duty rescue activities using various equipment; uses chemical extinguishers, bars, hooks, lines & other equipment; ventilates burning building; removes persons from danger; performs salvage operations; performs hose evolutions; responds to hazardous material incidents & performs the duties required under operational-level training; raises & climbs ladders. Renders Basic Life Support (BLS) & Advanced Life Support (ALS) emergency care to the sick or injured; recognizes & gives appropriate pre-hospital advanced life support intervention of medical & traumatic emergencies; accompanies patient(s) to hospital. Performs appropriate assessment to include the establishment of immediate priorities of treatment for multiple emergency victims including history taking & physical examination using inspection, palpation, auscultation, evaluation of neurological status, & gathering of vital signs. Participates in Emergency Medical Systems (EMS) & fire drills; attends regular classes in firefighting, emergency medical care, rescue, fire prevention, equipment maintenance & related subjects; studies all assigned material. Assists in training new paramedics; checks all ambulance medications for outdating & clarity. Posts prepared data & records of own activities; completes various reports using computers; completes patient report & billing forms. Education: High school diploma or G.E.D. Requirements: Must be eighteen (18) years of age at start date of employment. Must possess a valid Kansas driver's license. Must obtain a valid Kansas Class B commercial driver's license (CDL) within one (1) year from start date of employment. Successful candidates are prohibited from smoking or using tobacco products at any time, on or off the job. Certification Requirements: National Registry or Kansas Paramedic certification. National Incident Management System (NIMS) 100, 200, 700, 800 certifications. Advanced Cardiovascular Life Support (ACLS) certification & Pediatric Advanced Life Support certification or obtain within one (1) year from start date of employment. Candidate Physical Ability Test (CPAT) within prior year or Salina Physical Ability Test (PAT) during hiring process. International Fire Service Training Association (IFSA) or Pro Board certifications for Firefighter I, Firefighter II, Hazmat Awareness & Hazmat Operations, or obtain within one (1) year from start date of employment. Work Type: Very heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Starting Pay DOQ: \$57,741-60,628/yr.

FIREFIGHTER / EMT

Applications accepted for annual hiring pool. Application deadline: TH 12/31/2026-Fire Department-Duties: Responds to alarms of fires & medical emergencies, hazardous materials & other emergencies with a pumper, ladder, rescue, ambulance or support vehicle; performs light & heavy rescue activities including high angle rescue, water rescue, auto extrication, oxygen administration, CPR & rescue equipment operation. Serves on an ambulance for periods of time on a rotating basis, performing EMS duties under varying degrees of supervision; checks vehicles & equipment; carries out Basic Life Support & assists paramedics with Advanced Life Support therapies such as putting ECG monitors on patients, setting up IV supplies. Lays & connects hoses; holds nozzles & directs fog or water streams; raises & climbs ladders; uses chemical extinguishers, bars, hooks, lines & other equipment; ventilates burning buildings by opening windows & skylights or by cutting holes in roofs & by using positive pressure ventilation; extricates victims & removes people from danger; performs salvage operations such as throwing salvage covers, sweeping water & removing debris. Participates in fire drills & attends regular classes in firefighting, rescue, EMS, fire prevention, hazardous materials, first responder, apparatus maintenance & care, & related subjects; progresses in firefighting certification levels; prepares records of own activities. Education: High school diploma or G.E.D. Requirements: Must be eighteen (18) years of age at start date of employment. Must possess a valid Kansas driver's license. Must obtain a valid Kansas Class B commercial driver's license (CDL) within one (1) year from employment start date. Successful candidates are prohibited from smoking or using tobacco products at any time, on or off the job. Certification Requirements: National

FIREFIGHTER / EMT (CONTINUED)

Registry or Kansas EMT certification. National Incident Management System (NIMS) 100, 200, 700, 800 certifications. Candidate Physical Ability Test (CPAT) within prior year OR Salina Physical Ability Test (PAT) during hiring process. International Fire Service Training Association (IFSAC) or Pro Board certifications for Firefighter I, Firefighter II, Hazmat Awareness and Hazmat Operations, or obtain within one (1) year from start date of employment. Starting Pay DOQ: \$49,878-52,416/yr.

MUNICIPAL COURT COURT CLERK

Application deadline: Until filled-Municipal Court-Duties: Makes entries to & maintains court docket & case files. Records & files cases & appropriate information & disposition of cases Sets up court dates with defendants. Receives, receipts & accounts for fines & bonds payments & exonerations. Handles in-person & phone inquiries & requests for assistance. Prepares, submits & receives records, reports & other appropriate data to/from other agencies & departments. Maintains financial records & deposits money. Prepares warrants & subpoenas; prepares video dockets. Assists defendants in understanding court procedures. Uses clerical supplies & equipment; trains new clerical employees. Works with exercises discretion when handling confidential information. Provides assistance to & acts as secretary for the Judge during court. Education: High school diploma or G.E.D. Experience: Two (2) years of general office work. Two (2) years in court or legal setting are preferred. Work Type: Light, 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. Machines, Tools, Equipment: Calculator, copy machine, computer, fax machine, printer, scanner, & telephone. Hours: Monday – Friday. Scheduled as five 8-hour days or four 10-hour days. Starting Pay DOQ: \$19.18-20.14/hr.

POLICE DEPARTMENT POLICE OFFICER

Application deadline: Until filled-Police Department- Duties: Operates an automobile, motorcycle, bicycle or engages in foot patrol in an assigned area to prevent & discover the commission of crime & to enforce criminal & traffic laws & regulations. Performs initial & follow-up investigations of crimes involving adults & juveniles; serves in stakeouts & surveillance; responds to radio & telephone dispatches & appears at scenes of disorder or crime. Intervenes in private or public disputes to protect the public peace & maintain order; investigates complaints; interrogates persons whose actions are suspicious. Uses basic negotiation & crisis intervention skills for handling hostage situations or high-risk warrant executions. Uses forensic tools & methods to support the investigation of crime scenes beyond basic interrogations. Employs reasonable & necessary force to subdue resisting individuals and/or accomplish a lawful police objective; effects arrests; transports prisoners; impounds & tags evidence; issues citations; gives warnings; serves warrants & subpoenas. Uses crime analysis tools to predict, report, & develop strategies to reduce criminal activity in assigned areas. Applies digital analysis skills for investigating technology-related crimes. Utilizes proficiency with body-worn cameras & other recording systems for evidence collection & officer accountability. Uses mobile data terminals & real-time crime center resources. Operates a computer information terminal; may perform service desk duties; handles animal problems. Assists fire department & ambulance personnel in rendering first aid; provides first aid, CPR & other emergency medical assistance; provides general assistance to the public; assists in hazardous material incidents. Notes & reports traffic hazards; assists in controlling traffic at scenes of emergencies; directs traffic; issues citations for parking & moving violations; escorts parades & processions; gives directions & information. Inspects establishments providing alcoholic beverages & entertainment; inspects to assure property protection. Prepares reports of own activities & investigative & operational reports; prepares detailed reports of offenses, accidents, damages to property, arrests & seized property. Appears, testifies & provides credible testimony in municipal, district & federal court. Speaks before school & civic groups as required; conducts community outreach & educational programs to build public trust & awareness on safety issues. Joins in neighborhood meetings or events to address community concerns & foster good police-community relations. Participates in joint training exercises with local fire departments & other emergency services for coordinated response. Participates in annual in-service training for updates on changes to city, state, or federal law impacting local enforcement. Receives in-service certification in cultural competency, ethical policing, & de-escalation techniques. Maintains physical fitness programs & access to mental health resources to support officer well-being. Education: High school diploma or G.E.D. Associate or bachelor's degree in criminology, social work, or related fields; one (1) year of college level coursework preferred. Ability to obtain Kansas Police Officer certification within one (1) year from start date of employment. Experience: One (1) year of work experience involving public contact such as security guard, customer service in de-escalating conflicts, social work, emergency medical technician, & protective services. Multilingual capability or conversational Spanish is desired. Requirements: Must be at least twenty-one (21) years of age at start date of employment. Officers working in specialized positions must live within 40 minutes response time; no residency requirements for new Police Officers. Must possess valid Kansas driver's license. Qualifications Include: United States citizen. No felony conviction, domestic violence related conviction, or other serious misdemeanor convictions. Successful candidates are prohibited from smoking or using tobacco products at any time, on or off the job. Selection Process Includes: In-person Police Officer Selection Test held at the Salina Police Department. Computer voice stress analysis examination. Psychological evaluation. Thorough background check. Three assessment interviews. Physical examination & drug screen. Starting Pay DOQ: \$57,741-60,632/yr.

911 DISPATCHER

Application deadline: Until filled-Police Department-Duties: Responsible for dispatching all police, sheriff, fire, & ambulance operations in the city & county. Monitors radio transmissions & provides necessary support through use of a fixed two-way communications system; monitors a computerized emergency system & dispatches appropriate response. Receives emergency & non-emergency telephone calls for service & dispatches necessary emergency/service response using a two-way communications system. Operates a nationwide computerized database providing inquiry support for authorized requestors; enters a variety of data into a computerized database for the purposes of permanent storage & retrieval. Education: High school diploma or G.E.D. Experience: Requires successful completion of in-service training program in communications related curriculum within six (6) months from start date of employment. Requirements: Must be nineteen (19) years of age or older at start date of employment. No felony conviction, domestic violence related conviction, or other serious misdemeanor convictions. Requires successful completion of in-service training program in communications related curriculum. Work Type: Light, 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. Machines, Tools, Equipment: Calculator, computer, internet, radio, telephone, & typewriter. Selection Process Includes: Must pass selection process that includes assessment interviews, psychological evaluation, computer voice stress analyzer examination, & thorough background checks. Hours: Twelve (12) hour shifts from 6:00 a.m. to 6:00 p.m.; 6:00 p.m. to 6:00 a.m.; 12:00 p.m. to 12:00 a.m. Every other weekend off. Starting Pay DOQ: \$22.20--23.31/hr. Examination: Mandatory completion of computerized Dispatcher examination. Watch email for examination scheduling notifications.

PUBLIC WORKS DEPARTMENT
OPERATIONS MANAGER

Application deadline: Until filled-Public Works/General Services- Duties: Plans, directs & coordinates a comprehensive public works division designed & implemented to ensure the services are provided at the highest quality level. Establishes & recommends overall goals for the division. Administers & supervises functions to include: flood control, solid waste collection, street maintenance & traffic control, equipment maintenance, & landfill operations. Directs the division to ensure effective use is being made of all available personnel & equipment. Establishes priorities for short & long-range projects & coordinates implementation as may be required. Coordinates & administers the Solid Waste Management Committee. Develops, prepares & recommends a comprehensive budget program & supporting data. Works closely with consulting engineers, government agencies, developers & others. Recommends equipment purchases of new & replacement items. Manages various buildings & facilities. Conducts special studies as required. Responds to citizens' complaints & inquiries. Administers personnel matters in the division, including screening, appointment, discipline, evaluation of performance & related matters. Education: Bachelor's degree in public or business administration, engineering, or related field. Experience: Significant supervisory experience in public works, local government, or comparable private sector experience. Requirements: Must live within 40 minutes' response time. Must possess a valid Kansas driver's license. Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Works inside. Hours: Monday – Friday. 8:00 a.m. to 5:00 p.m. Attends meetings outside of normal office hours. Starting Pay DOQ: \$87,029-139,247/yr.

STREET MAINTENANCE WORKER

Application deadline: Until filled-Public Works/Streets -Duties: Performs a variety of skilled & semi-skilled manual labor in the construction & maintenance of streets, storm sewers, buildings & other municipal facilities. Oversees work crews in the absence of supervisors. Operates & maintains light to heavy duty equipment including tandem trucks & other heavy equipment. Operates street sweepers, backhoes, front-end loaders, rollers, boom trucks & related equipment; uses a variety of hand & power tools. Patches streets, determines repair requirements & calculates pavement materials & quantities. Loads & hauls equipment, sand & gravel, asphalt & other construction & maintenance materials. Provides public safety in construction zones in accordance with the MUTCD. Performs concrete & masonry work. Assists on the flood control system; services & maintains flood control gates & pumps; makes plumbing repairs. Services & performs minor equipment repairs; performs minor welding. Removes storm debris & snow, places barricades. Mows & trims trees, grass, weeds & shrubbery; applies pesticides. Education: High school diploma or G.E.D. Experience: One (1) year construction or maintenance work. Requirements: Must live within 40 minutes response time. Must possess a valid Kansas driver's license at hire. Must possess a valid Kansas Class B commercial driver's license (CDL) with air brakes & tanker endorsements, or able to obtain within one (1) year from start date. Work Type: Very heavy, exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Hours: Monday-Friday, 7:30 a.m. to 4:00 p.m. Starting Pay DOQ: \$21.14-22.20/hr.

SANITATION WORKER I

Application deadline: Until filled-Public Works/Sanitation- Duties: Loads refuse, recycling, & yard waste into sanitation or recycling trucks efficiently. Assists with unloading refuse or recyclables or at designated sites, including landfill or recycling facilities; unloads recyclables from vehicles. Removes litter, debris, & refuse from streets, alleys, & public spaces, ensuring clean & safe environments. Collects bulk waste, including furniture, appliances, & other large items as part of special collection services; ensures proper handling & disposal of hazardous waste & large debris. Performs heavy manual labor in the collection of solid waste. Assists with cleanup & general maintenance activities at landfill or disposal sites, as assigned. Services trucks & equipment as required; repairs refuse carts. Prepares minimal records of own activities. Education: High school diploma or G.E.D. Experience: Experience in manual labor, preferably in waste management, recycling, construction, or other heavy physical labor roles; knowledge of waste disposal or recycling procedures is beneficial. Ability to perform strenuous physical tasks for extended periods, including lifting heavy objects, running designated routes, & enduring outdoor work in adverse weather conditions. Requirements: Must possess valid Kansas driver's license at hire. Must be eighteen (18) years of age or older. Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Works outside in adverse weather conditions. Equipment: Brooms, hydraulic lifts, power washers, sanitation trucks (refuse trucks, recycling trucks, etc.), shovels, rakes & other equipment used in waste collection & maintenance tasks. Hours: Monday – Friday. Shift begins at 7:00 a.m. Starting Pay DOQ: \$18.26-19.17/hr.

UTILITIES DEPARTMENT
UTILITY WORKER I

Application deadline: Until filled-Utilities/Water & Wastewater-Duties: Performs semi-skilled & skilled labor in the maintenance & operation of a water distribution & transmission system/wastewater collection system. Performs minor electrical & mechanical maintenance. Maintains wastewater pumps, motors & controls. Installs, repairs, cleans, taps, fits & inspects wastewater/water pipelines; installs & repairs wastewater/water valves, manholes, & fire hydrants; installs & repairs chemical feed pumps & piping. Performs custodial work such as cleaning, painting, lawn mowing & snow removal. Education: High school diploma or G.E.D. Experience: Two (2) years maintenance of mechanical & electrical equipment, or related work preferred. Requirements: Must live within 40 minutes' response time. Must possess valid Kansas driver's license. Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Machines, Tools, & Equipment: Computer, iPad, telephone, two-way radio, test equipment, multimeters, megohmmeters, chlorometers, personal gas monitors, pickups, dump trucks, tanker trucks, crane trucks, jackhammers, air moles, air compressors, wheeled & tracked excavators, skid loaders, hand & power tools, sewer cleaning equipment & inspection equipment. Hours: Monday-Friday, 8:00 a.m. – 5:00 p.m. & after-hours calls. Starting Pay DOQ \$24.47-25.69/hr.

WASTEWATER PLANT OPERATOR I

Application deadline: Until filled-Utilities-Duties: Keeps daily logs of shift operations. Utilizes monitoring equipment & maintains records. Draws samples for laboratory analysis. Performs preventive maintenance on equipment. Performs custodial work such as cleaning & painting. Receives & addresses customer concerns. Education: High school diploma or G.E.D. Must possess or obtain a Kansas Class I Wastewater Facility Operator Certificate within two (2) years from date of hire. Experience: Two (2) years' mechanical & electrical equipment maintenance or related work preferred. Must have ability to understand & apply mathematical concepts accurately. Requirements: Must be eighteen (18) years of age or older. Must possess a valid Kansas driver's license. Must live within 40 minutes response time. Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. May work outside in adverse weather conditions. Machines, Tools, & Equipment: Computer, hand & power tools, Lockout/Tag-out equipment, telephone, test equipment, trucks, vehicles, & other safety equipment needed for a safe job site. Variable Shifts: Monday – Friday Includes some weekends. 8:00 a.m. to 5:00 p.m. 12:00 a.m. midnight to 12:00 p.m. noon. 12:00 p.m. noon to 12:00 a.m. midnight. Starting Pay DOQ: \$24.47-25.69/hr.

• PART-TIME POSITIONS •

PARKS & RECREATION DEPARTMENT

BASKETBALL OFFICIAL

Part-Time • Temporary / Seasonal

Application deadline: Until filled -Parks & Recreation/ Athletics: Duties: Officiates youth & adult basketball programs. Ensures participation safety by having a strong knowledge of rules, policies & procedures as well as proper game management. Continuously monitors the game to ensure adherence to the rules & sportsmanship among players. Manages conflicts & resolutions between other officials & coaches/parents. Demonstrates, assists, & informs instructions of the rules to participants. Develops problem solving & confrontation management skills. Thoroughly completes accident, incident, & other reports as necessary. Administers basic first aid, if needed. Responds in emergency situations within scope of training. Performs other job-related duties as assigned. Conducts pre-game meetings with team captains & coaches to set expectations & review rules. Maintains clear & effective communication with coaches, players, & fellow officials to manage the flow of the game. Applies rules consistently & make quick, authoritative decisions when infractions occur. Provides constructive feedback to participants post-game & prepare detailed reports on game incidents & outcomes. Maintains strong team building & interpersonal skills to manage relationships & create a positive sporting environment. Education: Eighth (8) grade graduate minimum. High school diploma or G.E.D. preferred. CPR, First Aid, & AED certifications desired. Experience: Must attend official training/clinic sponsored by Salina Parks & Recreation Department and/or be certified in basketball prior to the league season. Prior experience in a similar officiating role is preferred. Volunteer work with sports programs or similar settings. Experience working with children or in a community sports setting. Requirements: Must be fourteen (14) years of age or older. Maintains a level of physical fitness necessary to officiate fast-paced games effectively, with agility & endurance. This is a non-driving position. Must pass background checks. Hours: Works primarily evenings & weekends throughout the year. Fourteen (14) year olds may be scheduled to work between the hours of 7:00 am to 7:00 pm; 7:00 am to 9:00 pm from June 1 to Labor Day. Pay DOQ: \$28.00-32.00/game.

SOCCER OFFICIAL

Part-Time • Temporary / Seasonal

Application deadline: Until filled-Parks & Recreation-Duties: Presides over soccer games & enforces the rules at recreational or competitive events. Maintains concentration on the game & reacts quickly to rule violations. Keeps track of time & calls for halftime or any other breaks in play. Makes sure that the field is safe for play including checking for holes, ruts, or other hazards on the field. Makes sure that all players are familiar with the rules of the game & enforces penalties for violations. Calls fouls & misconduct on players, coaches, or spectators. Assigns penalties for infractions, misconduct, & injuries, as needed. Determines whether a kick should be retaken due to an infraction such as an offside violation or an illegal kick. Determines whether a goal has been scored, whether there was a violation on the play, & signaling a score or a violation. Recognizes when an injury requires that a player be removed from the field or when a player appears to be in pain but is able to continue playing. Makes calls regarding whose ball it is when the ball goes out of bounds as well as offside. Uses a flag or hand gesture to signal calls such as offside & possession of the ball. Administers basic first aid, if needed. Responds in emergency situations within scope of training. Education: Eighth grade graduate. CPR & First Aid certifications desired. Experience: Knowledgeable in the game of soccer. Previous officiating experience & working with children preferred but not required. Requirements: Must be fourteen (14) years of age or older. This is a non-driving position. Hours: Evenings & weekends; part-time; flexible. Pay DOQ: \$24.00-28.00/game.

WATER CUSTOMER ACCOUNTING DEPARTMENT

CUSTOMER ACCOUNT REPRESENTATIVE

Part-Time • Permanent

Application Deadline: Until filled-Water Customer Accounting- Duties: Maintains & balances the water customer accounting records. Prepares & enters data in the computer for customers; receives customer service requests & enters into computer. Answers inquiries & provides customer service in-person & via telephone. Performs daily cashiering duties with high level of cash handling accuracy; accepts cash, checks, & credit cards; accurately counts back change during all cash transactions. Prepares water customer accounting financial statements; makes deposits, reconciles cash drawers; routinely handles a large amount of money. Education: High school diploma or G.E.D. Experience: Two (2) years of experience in bookkeeping, customer service or clerical work. One (1) year of cashiering work handling many daily transactions as well as experience accurately balancing cash drawers. Must have excellent telephone communication skills & the ability to handle multiple tasks in a busy office. Ability to type at a minimum of 40 wpm. Work Type: Light, 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. This position sits about 75 percent of the time. Equipment: Computer, copy machine, fax machine, inserting machine, printer, telephone, & ten-key calculator. Hours: Monday 11:00 a.m. - 5:00 p.m. = 6 hours; Tuesday, Wednesday, Thursday & Friday 11:30 a.m. - 5:00 p.m. = 5.5 hours/day. Total: 28 hours. Starting Pay DOQ: \$18.26-19.17/hr.

Equal Opportunity Employer / Drug-Free Workplace: We consider applicants for all jobs without regard to race, sex, sexual orientation, gender identity, religion, age, color, national origin, ancestry, disability, or familial status. Applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department at 785-309-5710.

ADA Notice: For needed accommodations, please call 785-309-5745 Office or 785-309-5747 TDD Number between the hours of 8:00 a.m. & 5:00 p.m. Every effort will be made to accommodate known disabilities. For material or speech access, please call at least 5 working days prior to the event.