



EMPLOYMENT OPPORTUNITIES NEWSLETTER

February 2013



OFFICE OF COUNCILMAN
R. DANIEL LAVELLE

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CITY OPPORTUNITIES

- **Chief, Bureau of Building Inspection**– Plans, manages, directs, and coordinates a staff of employees in the interpretation and enforcement of BOCA codes, Zoning Ordinances, Land Operations and all related Codes. Also proposes Building Code revisions, and secures bids and contracts for the purpose of demolition. To apply, please contact the City Jobline at 412-255-2388.
- **Police Officer** – The Bureau of Police is currently recruiting for police officers. Applicants must become residents of the City of Pittsburgh prior to employment and remain residents once employed. Applicants must have completed. Please visit www.PGHJobs.net or contact the City Jobline at 412-255-2388 for more information on qualifications, examinations and completing the application.
- **Benefits Manager** – Position duties include supervising the management functions of the Benefits Section and monitors all fiscal expenditures pertaining to, but not limited to, healthcare and benefits administration, contracts and delivery. To apply, please contact the City Jobline at 412-255-2388.
- **Senior Planner (Community Development)** – Performs professional research and administrative work for the Community Development Block Grant Program and other federally funded programs. To apply, please contact the City Jobline at 412-255-2388.
- **Legislative Projects Analyst** – Acts as the Controller’s representative on the Reinvestment Review Committee and also acts as the Controller’s liaison with the Finance Department and financial institutions. To apply, please contact the City Jobline at 412-255-2388
- **Recycling Assistant**– Assists the Recycling Supervisor in implementing recycling programs and projects and in the development and implementation of recycling awareness and education programs for the general public, schools, institutions, promotional events and businesses. To apply, please contact Jobline 412-255-2388.
- **Electrical Wiring Inspector I** — Inspects electrical wiring installed in all construction projects for compliance with approved plans, National Electric Code and International Code Council, (ICC) Code and investigates complaints and alleged violations of electrical wiring standards in existing structures. To apply, please contact Jobline 412-255-2388.



INSTITUTIONAL OPPORTUNITIES

- **Assistant Registrar (Point Park University)** - Responsible for coordination of registration functions to support the University Registrar. Oversee and ensure accurate records in regards to curriculum changes and advising worksheets and degree conferral. To apply, please send your resume to HROffice@pointpark.edu.
- **Driver, Part-Time (Point Park University)** - Responsible for the transportation of students, faculty and staff to the Pittsburgh Playhouse, Film Makers and other locations in a safe and customer-service oriented manner. The driver must have the ability and required qualifications to drive any and all of the University Fleet Vehicles which include 24/25 passenger, truck and others To apply, please send your resume to HROffice@pointpark.edu.
- **Journeyman II Plumber (Duquesne University)** - General maintenance mechanic duties as assigned by a Maintenance Supervisor in areas of installations, maintenance, and repair of all components associated with plumbing. To apply, please send your resume to careers@duq.edu.
- **Computer Support Analyst (Duquesne University)** – Primary objective is to maintain support structures that manage campus desktop computer security and stability. The Support Analyst works with operating system configurations, domain policies and security software to prevent desktop computer failures, outages, exploits and malfunctions. To apply, please send your resume to careers@duq.edu.
- **Development Associate (Duquesne University)** — The Development Associate reports to the Associate Vice President for Development and is responsible for identifying and qualifying major gift prospects to be cultivated, solicited and closed by the major gift and senior major gift officers. The development associate is further responsible for securing gifts for budget relieving support from donors rated \$10,000 to \$49,999, with some selected prospects rated in the \$50,000 range. The Development associate will work as a member of the major gifts/development team and will manage a portfolio of prospects across the country, approximately 325, to secure high-end support to the annual giving program. To apply, please send your resume to careers@duq.edu.
- **Assistant Professor, Early Childhood Education (Carlow University)** — Teaches at the undergraduate and graduate levels, mentor and supervise student teachers, supervise graduate research in early childhood education, review and update course outlines, text selection and syllabi, and attend professional developmental meetings and participate in professional development activities. To apply, send CV and resumes to HR1@carlow.edu.
- **Administrative Secretary (University of Pittsburgh)** — Individual serves as confidential and appointment Secretary to the Dean. Responsibilities include typing confidential correspondence and other materials, scheduling appointments, making travel arrangements (domestic and foreign), placing calls on the Dean's behalf to high level business executives, internal and external faculty, students etc. To apply, please go to www.pittsource.com.
- **Administrative Assistant (University of Pittsburgh)** — This position provides high level administrative and secretarial functions to the Director of the Asthma Institute and associated physicians. Candidate must be knowledgeable in grant submission processes, able to manage databases, orders supplies, transcribes dictations, prepares disbursements, trains/supervise students, tracks physician discretionary accounts, assists with manuscript preparation, managing reference libraries, typing of university forms, and printing and mailing patient consulting letters. To apply, please go to www.pittsource.com.

FOUND EMPLOYMENT OPPORTUNITIES

- **Auto/Truck Mechanic (Greater Pittsburgh Community Food Bank)** - Available job opportunity for a Auto/Truck Mechanic located in Duquesne, PA. For information on the job responsibilities and qualifications, please refer to the website: www.pittsburghfoodbank.org. Go to “About” then click on “Jobs/Internships”.
- **Physician, Pediatric Sleep Study (UPMC)**- UPMC Community Medicine, Inc. seeks a Family Medicine Physician (Pediatric Sleep Study) in Allegheny County, PA to specialize in Pediatric Sleep Studies, treat inpatients and outpatients by diagnosing and treating patients illnesses, provide preventative care, treatment, and care of patients, provide Sleep Study services to pediatric patients. Apply at www.upmc.com by following these steps; click Careers at UPMC, Start My Job Search, and follow the link to continue to search and apply for openings. Select Advanced Search and enter 2032058 in the job opening ID field.
- **Professional Staff Nurse (UPMC Physician Services)**- Ability to establish and maintain positive, caring relationships with executives, managers, physicians, non-physician providers, ancillary and support staff, other departments, and patients/families. An ability to work productively and effectively within a complex environment, handle multiple/ changing priorities and specialized equipment. Candidate must also have good clinical judgment with critical thinking, analytical and problem solving abilities required as related to various aspects of patient care. To apply, go to www.upmc.com by following these steps; click Careers at UPMC, Start My Job Search, and follow the link to continue to search and apply for openings. Select Advanced Search and enter 2032712 in the job opening ID field.
- **General Contractor**— McKees Rocks CDC is seeking an experienced General Contractor for the restoration of the facade of the historic Roxian Theatre. A full copy of the Request for Qualifications can be requested via email from: mbtaylor@mail.com or obtained at the CDC offices at 531 Chartiers Avenue between the hours of 9AM and 2PM, Tuesday through Thursday.

EMPLOYMENT EVENTS & RESOURCES

- **Pittsburgh Veteran’s Job Fair | Monday, March 11, 2013 from 10:00 am - 2:00 pm;** This job fair will take place in the Regional Enterprise Tower lobby at 425 Sixth Ave, Pittsburgh, PA 15219.
- **Career Fair | UMPC Technology Development Center | Thursday, February 21, 2013 from 5:30 pm—6:30 pm**— This recruitment event will be held in the TDC’s offices on the second floor of Bakery Square, located at 6245 Penn Ave, Pittsburgh, PA 15206. Register at www.upmc.com/careers/Pages/events.aspx.
- **Pittsburgh CONNECTS | The Hilltop Computer Center** | The Hilltop Computer Center is a large community center equipped not only with computers, printing, and Wi-Fi Internet, but also with ample space for community events like classes and workshops. Resume Help workshop is held on Mondays at 10am and a Job Search Help workshop on Wednesdays at 11am. The center is located at 500 Brownsville Road, Pittsburgh, PA 15210. The computer center can be reached by phone at 412-223-6851.

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LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

- **Oakland Planning & Development Corp. - JobLinks** is a community-based, job readiness, healthcare employment and CPR certification and training center. Contact JobLinks at 412-621-3821 or visit their office at 294 Semple Street, Pittsburgh, PA 15213.
- **Baseball/Softball Monitors** — Citiparks BIG League Sports is looking for seasonal part time employees for its summer baseball/softball season. Monitor duties include daily field preparations, scorekeeping, rules interpretations, and light office work. Employment in this seasonal position is from May to August. If interested, please call the BIG League office @ (412) 488-8585 or send resume to: michelle.aul@pittsburghpa.gov.

EMPLOYMENT OPPORTUNITIES– COUNTY

- **Business Developer Specialist**— Identifies development opportunities by assisting potential developers and business clients, develops and maintains contacts with State DCED program administrators, and monitors the health of loans made by the Department and recommends steps to secure the Department's outstanding loans. To apply, please go to www.alleghenycounty.us/jobs/dearapp.aspx or contact the Department of Human Resources at 412-350-6830.
- **Accountant**— Preparing interim and annual balance sheets and income statements in accordance with generally accepted accounting principles and adjusting entries to correct or close accounts maintained. The Accountant will also establish and maintain relationships with appropriate fiscal staff of County departments and assists them with accounting/finance matters as needed. To apply, please go to www.alleghenycounty.us/jobs/dearapp.aspx or contact the Department of Human Resources at 412-350-6830.
- **Legal Assistant** - Performs legal research, as directed; prepares accurate and timely materials including general correspondence, reports, memoranda, pleadings and briefs, and training materials; assists with law office duties, as assigned by the OPD direct supervisor. Must have knowledge of Pennsylvania criminal law and procedure and law office duties, such as preparing legal documents, preparing and closing case files, meeting all appropriate deadlines, etc. To apply, please go to www.alleghenycounty.us/jobs/dearapp.aspx or contact the Department of Human Resources at 412-350-6830.
- **Call Center Clerk**— Responsible for coordinating and accurately documenting data in Cityworks, answering calls in a timely and professional manner, communicating information to the appropriate parties, and ensuring work orders are followed through to completion. In addition, the Call Center Clerk will perform the primary clerical and administrative functions of the Work Management/Call Center. To apply, please go to www.alleghenycounty.us/jobs/dearapp.aspx or contact the Department of Human Resources at 412-350-6830.